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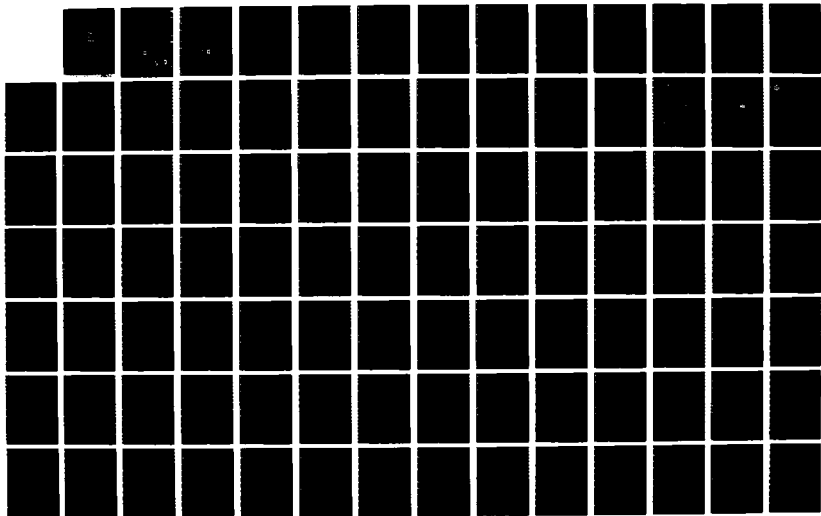
FOREIGN CURRENCY REQUIREMENTS AUTOMATED DATA SYSTEM(U)
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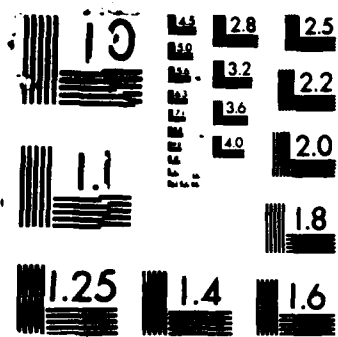
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Foreign Currency Requirements Automated Data System

Functional Description

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By:

Robert L. Schroeder, Project Manager
Larry E. Bradley
John J. Durant

7 December 1984

Contract Number MDA903-84-C-0117
Item No. 00C24H

MANAGEMENT TECHNOLOGIES DIVISION

**GENERAL
RESEARCH**



CORPORATION

A FLOW GENERAL COMPANY

7655 Old Springhouse Road, McLean, Virginia 22102

Submitted To:

Office of the Comptroller of the Army
(Operation and Maintenance, Army)
Program Budget Division
Attn: Mrs. Jean S. Rogers
Room 3B666, The Pentagon
Washington, D. C. 20310

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distribution is unlimited.

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Per Mr. Larry Bradley, Dept. of the Army,
ATTN: SAFM-BUO-C

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RESEARCH**  **CORPORATION**

TECHNICAL SUPPORT GROUP
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SECTION 1

GENERAL

1.1 Purpose of the Functional Description

✓ This functional description (FD) for "Foreign Currency Requirements (FCR) Automated Data System (ADS)" (prepared under Contract Number MDA903-84-C-0117, 10 February 1984) is written to provide:

- The FCR system requirements which must be satisfied to serve as a basis for mutual understanding between the user and the developer.
- Information on performance requirements and data sources for development of formats of FCR reporting in hard copy and CRT displays which will provide FCR data in detail and summary levels.
- A basis for development of automated procedures to display, access and update FCR data through remote entry devices and computer interfaces.

1.2 Project References

This FD is one of a series describing procedures for the automation of civilian manpower costing reports under the terms of the performance schedule required by the contract referred to above. Each FD draws from related work performed under this contract to automate the civilian manpower costing functions (reference 1.2.2 as to cc below).

The project sponsor is the Comptroller of the Army (COA); the contracting agency is the Defense Supply Service-Washington (DSS-W); the Contracting Officer's Representative (COR) is Mrs. Jean S. Rogers. The primary user of the automated system will be OCOA. The operating center of the system will be the United States Army Management System Support Agency (USAMSSA).

1.2.1 Contractual Documents

- a. Statement of Work, "Operations Guide and Supporting Displays for the Army Budget Activities for Civilian Personnel," as incorporated in Contract Number MDA903-84-C-0117, DSS-W, General Research Corporation, McLean, Virginia, 10 February 1984 (Appendix A).
- c. Statement of Work as incorporated in modification no. 1 to Contract Number MDA903-84-C-0117, General Research Corporation, McLean, Virginia, 14 March 1984 (Appendix B).

1.2.2 Reference Documentation

- a. DOD Directive 5100.73, "DOD Management Headquarters and Headquarters Support," 12 March 1981.
- b. Department of Defense Standard 7935 (DOD-STD-7935), 15 February 1983.
- c. OMB Circular A-11, Subject: "Preparation and Submission of Budget Activities," July 1983.
- d. DOD Budget Guidance Manual, DOD 7110-1-M.
- e. Memorandum, OSD, Subject: "FY 1984 Revised and 1985 Budget Estimates Guidance," July 1983.
- f. AR 10-5, Organization and Functions, Department of the Army.
- g. AR 18-1, Army Automation Management.
- h. AR 37-15, Budget Development and Review.
- i. AR 37-100, Account/Code Structure, Financial Administration.
- j. AR 37-100-XX, The Army Management Structure.
- k. AR 570-4, Manpower Management, Manpower and Equipment Control.
- l. AR 570-8, Army Management Headquarters Activities (AMHA).
- m. CSR 5-3, Management of the FORDIMS.
- n. CSR 10-23, Organization and Functions, Office of the Comptroller of the Army.
- o. CSR 11-6, Army Programs, Program and Budget Guidance.
- p. CSR 11-7, Staff Responsibilities for the Army Management Structure Code Data Base.

- q. CSR 15-1, Boards, Commissions, and Committees, Program and Budget Committee.
- r. CSR 18-11, Force Development Management Information System.
- s. CSR 37-4, Financial Administration, Army Staff Budget Responsibilities.
- t. CSR 570-5, Determination and Presentation of Civilian Manpower Requirements.
- u. Memorandum 18-4, HQDA 18 March 1976, Subject: Automatic Data Processing Support from the USAMSSA.
- v. Letter DACA-BUF, HQDA Subject: "Department of the Army Budget Directive, 5 July 1983.
- w. Volume I, FORDIMS User's Guide, August 1980
- x. Volume II, FORDIMS User's Guide, April 1979.
- y. Functional Description, "OP-32 Automated Data System," General Research Corporation, 6 September 1983 (Contract Number MDA-903-83-M-7399), Item No. 0001AA).
- z. Functional Description, "PB-22 Automated Data System" General Research Corporation, 7 October 1983 (Contract Number MDA903-83-M-7399, Item No. 0001AB).
- aa. "Work Flow Charts for the Civilian Manpower Costing Process," General Research Corporation, 12 March 1984 (Contract Number MDA903-84-C-0117, Item No. 0002AA)
- bb. "CRT Screen Formats Supporting the Civilian Manpower Costing process," General Research Corporation, 9 April 1984 (Contract Number MDA903-84-C-0117, Item No. 0002AB).
- cc. "Operations Guide for Civilian Manpower Costing," (Draft), General Research Corporation, undated (Contract Number MDA903-84-C-0117, Item Nos. 0002AD and 0002AJ).
- dd. "Tape Submissions Requirements for Fiscal Year '86 Budget Exhibits," OSD, undated.

1.3 Terms and Abbreviations

The definitions of terms, abbreviations, and acronyms used in this document are listed in reference 1.2.2cc above.

SECTION 2

SYSTEM SUMMARY

2.1 Background

To support its operations in foreign countries, local Army commands must convert US currency into the local currency. The fluctuations in currency exchange rates require flexibility in funding levels. In 1979, Congress established a continuing transfer account, Foreign Currency Fluctuations, Defense (FCF,D) Fund to provide funds for the difference between foreign currency exchange rates used in the budget submissions and the rates actually being experienced during program execution. The purpose of this fund is to ensure the programs approved by Congress are executed despite decreases in the purchasing power of the dollar. The Army maintains a centrally managed account at USAFAC [The Foreign Currency Fluctuation Account (FCFA)] for receiving and returning funds to and from the FCF,D Fund. The FCFA is applicable to the year of execution only. DACA-OMP is responsible for the Army account and management of foreign currency determinations. DACA-OMP must determine the total dollars required for exchange into foreign currencies to meet Army obligations in foreign currencies. The procedures outlined in this FD describe the steps that must be taken to determine the dollars needed for exchange into foreign currencies during the CY, BY and first program year and the requirements for transfers into and out of the Army foreign currency fluctuation account for the CY.

Additionally, DACA-OMP is responsible for preparation of the Foreign Currency Exchange Data Exhibit (PB-18) for budget submissions. The PB-18 shows the US dollars that are required for conversion into the various foreign currencies along with the conversion rate which was used to compute the dollar amounts. This FD also includes the development of the PB-18.

2.2 Objectives

The FCR ADS is required to eliminate the manual extraction of data from automated reports, preparation of work sheets, and manual

computation and transfer of data within and between work sheets. The automated system must be designed to accept and process data input through a remote terminal in OCOA and must compute, manipulate and print data in a format suitable for use by members of the ARSTAF. Specific objectives are to:

- a. Reduce the amount of work required through elimination of preparation of work sheets, manual posting of data, and computation of values.
- b. Reduce errors/enhance accuracy.
- c. Provide flexibility in the manner of FCR data display.
- d. Enhance credibility with reports users.
- e. Provide the means for additional analytical work.
- f. Allow more timely submission of program/budget documents.
- g. Provide more effective management of the civilian manpower costing functions.
- h. Provide an audit trail of foreign currency changes.

2.3 Existing Methods and Procedures

2.3.1 General

The existing procedures for developing FCR reports and budget displays are a combination of manual extraction of data and processing data in the WANG word processor. They entail extracting data from field reports, posting these data to manually prepared work sheets, entering the data into the WANG word processor where computations are made, data are formatted and hard copy reports are generated. Foreign currency data are periodically updated in the WANG and new reports generated. These reports are used to manually prepare the PB-18 Budget Exhibit. They are also provided to the P/SP directors to update the Program Budget System (PBS) in order to prepare the OSD and President's budgets. They are also used by DACA OMP as a basis for requesting additional funds for the FCFA.

A flow diagram depicting the procedures followed in developing the FCR reports and PB-18 is at Figure 2.1. The numbers in parentheses correspond to the steps in the processing procedures below.

2.3.2 Receipt of Foreign Currency Requirements

Step 1. Field commands report their requirements for foreign currencies in Schedule 12a of the Command Operating Budget (COB). The requirements are stated in terms of the specific currency, APPN, P/SP, and element of expense (EOE). The exchange rates used by the commands are those received in the latest document from HQDA, e.g., President's budget or PBG. An example of the COB Schedule 12a is in Figure 2.2. DACA-OMP records the data shown in Schedule 12a on a work sheet which shows personnel costs separate from non-personnel costs (Figure 2.3).

Step 2. The information recorded on the work sheets is typed into the WANG foreign currency program. The WANG program automatically computes the command totals for each currency. A copy of the WANG SOP for the foreign currency program is at Figure 2.4.

2.3.3 Revision of Exchange Rates

Step 3. If rates change from those previously used, changes to the dollar requirements must be made. The changed rates are provided to DACA-OMP via budget call or PBD. The revised rates are entered into the WANG program. The WANG program recomputes the dollar amounts based on the revised rates.

2.3.4 Production of Reports

Step 4. When all exchange rate revisions have been received and entered into the WANG program, the Foreign Currency Requirements Report is printed. A sample page from that report is at Figure 2.5. The report is distributed to P/SP directors for use in preparing budget

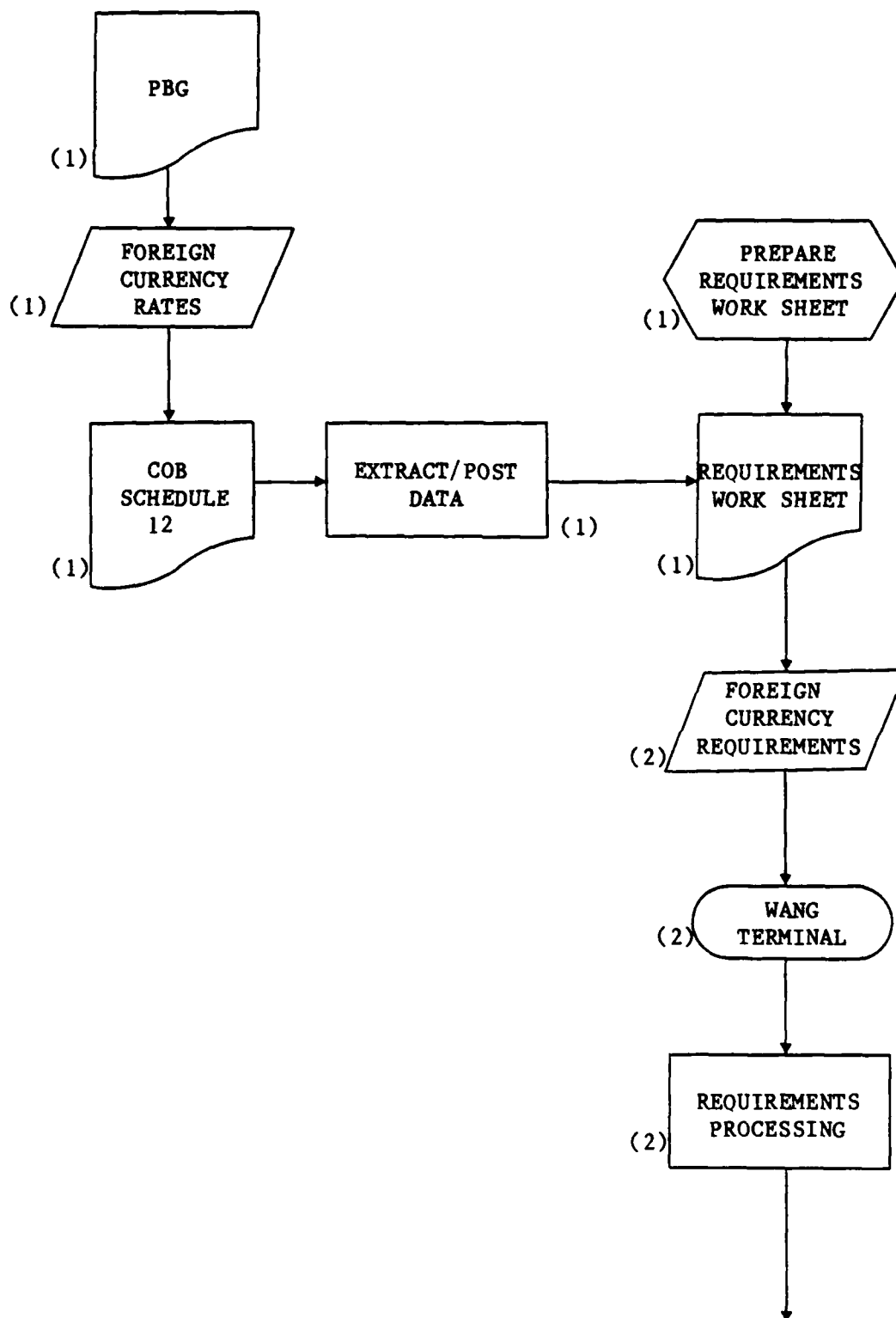


Figure 2.1. Foreign Currency Requirements (Present Procedures) Flow Diagram

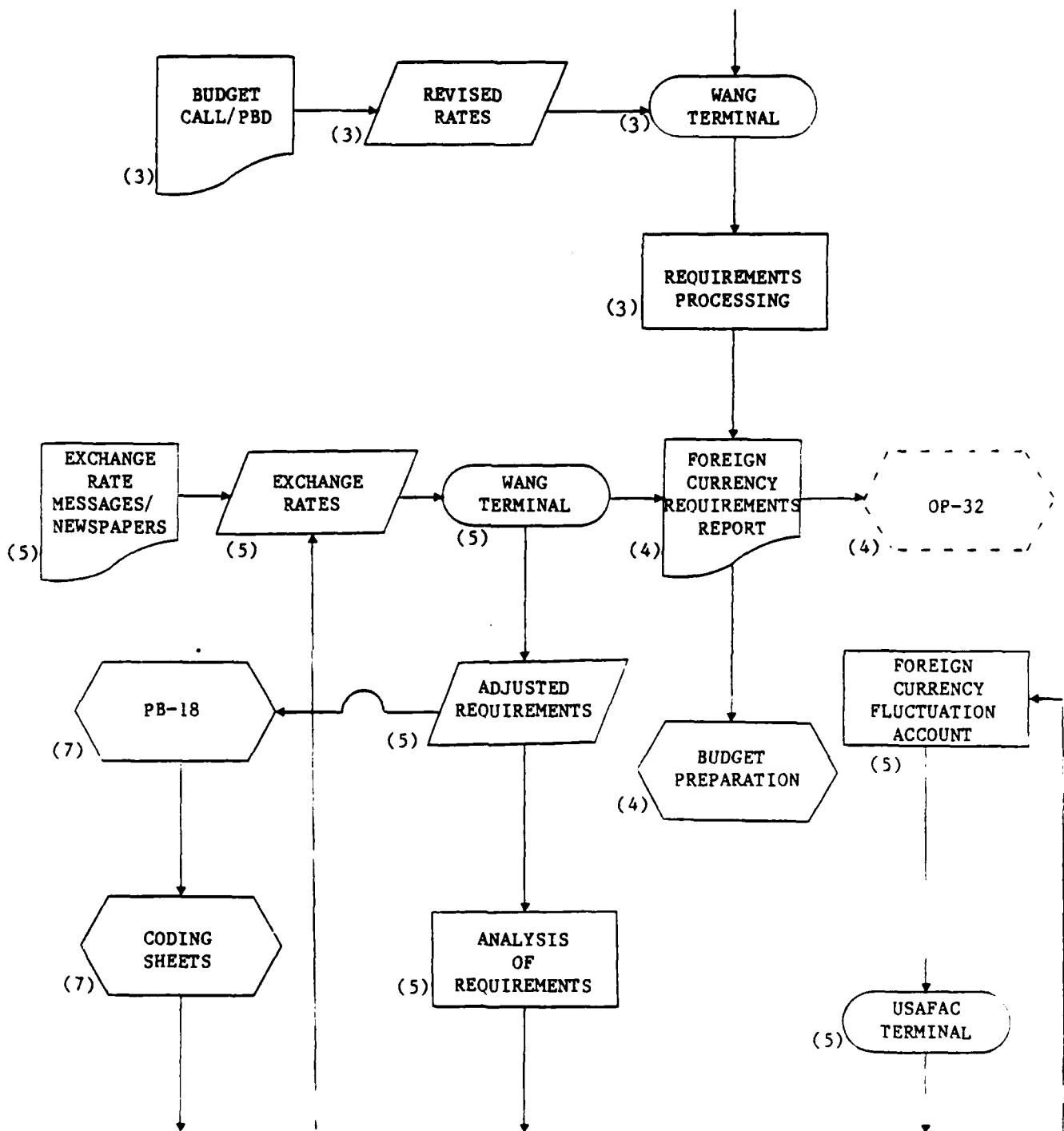


Figure 2.1 (Cont.). Foreign Currency Requirements (Present Procedures) Flow Diagram

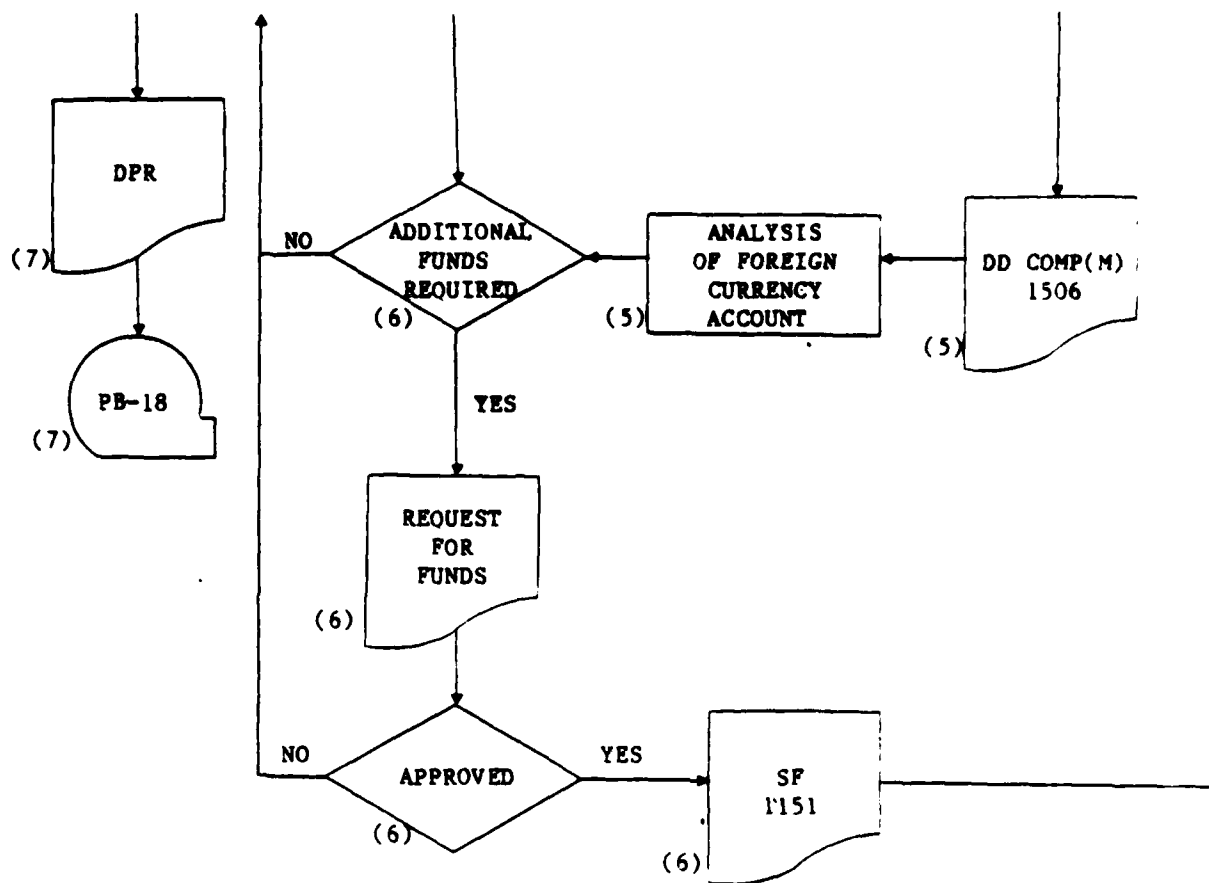


Figure 2.1 (Cont.). Foreign Currency Requirements (Present Procedures) Flow Diagram

COMMAND OPERATING BUDGET, FY 85/86
 SCHEDULE NUMBER: 12a
 TITLE: CURRENTLY REVALUATION
 Command/Agency: BARCON
 Command Code: 600
 POC: Thomas Speights 274-8990
 APPROPRIATION: OMA
 ACCOUNT: 720000
 PART II

Currency: Marks
 Exchange Rate:

Element of Expense	FY 84 (2.71)	FY 85 (3.22)	FY 86 (3.87)
16			
17	1,521	1,590	1,676
20	20	16	18
Sub-Total	1,541	1,616	1,694
21			
22	79	82	87
23	4,378	1,717	1,801
24			
25	34,067	26,001	26,035
26	175	129	131
27	22,152	(17,028)	(16,769)
31			
Sub-Total	16,547	10,901	11,285
TOTAL	18,088	12,515	12,929

Narrative Explanation:

USA Form 175a, 1 December 1983

Figure 2.2. COB Schedule 12a

PERSONNEL

SUBJECT:	TOTAL	USARJ	USALICHT	BARCOM	UNESCO	SPACE	SPACE	ITAC	IRAC/IC	RECON	ITA	INTT	SPACE	PERSONAL
PROGRAM 2														
NSH														
DOS -														
BPMA														
PROGRAM 3-C														
NSH														
DOS -														
BPMA														
PROGRAM 3-T														
NSH														
DOS -														
BPMA														
PROGRAM 3-B														
NSH														
DOS -														
BPMA														
PROGRAM 3-H (NSH)														
PROGRAM 3-B														
NSH														
DOS -														
BPMA														
PROGRAM 3-T														
NSH														
DOS -														
BPMA														
PROGRAM 3-O (NSH)														
PROGRAM 3-B														
NSH														
DOS -														
BPMA														
PROGRAM 3														
NSH														
DOS -														
BPMA														
PROGRAM 10 (NSH)														
TOTAL														
NSH														
DOS -														
BPMA														

Figure 2.3. Foreign Currency Requirements Work Sheet (Personnel)

PERSONNEL

SUBJECT	TOTAL	AKT	UNCLASSIFIED	DAICIN	NSF/MCOM	USACE	TAC	USACIDC	INSCOM	TSA	WINT	USACSC	USAF/AF
PROGRAM 2													
NSH													
BUS													
BPMA													
PROGRAM 3-C													
NSH													
BUS													
BPMA													
PROGRAM 3-T													
NSH													
BUS													
BPMA													
PROGRAM 3-O													
NSH													
BUS													
BPMA													
PROGRAM 3-W (NSH)													
PROGRAM 3-E													
NSH													
BUS													
BPMA													
PROGRAM 8-T													
NSH													
BUS													
BPMA													
PROGRAM 8-O (NSH)													
PROGRAM 8-W													
NSH													
BUS													
BPMA													
PROGRAM 9													
NSH													
BUS													
BPMA													
PROGRAM 10 (NSH)													
TOTAL													
NSH													
BUS													
BPMA													

Figure 2.3 (Cont.). Foreign Currency Requirements Work Sheet (Non-Personnel)

SOP FOR FOREIGN CURRENCY PROGRAM

1. Enter your USER ID _____
2. Enter your PASSWORD _____
3. Hit Enter
4. Hit Enter
5. Hit Enter
6. Program MENU
Library Q050BJ
Volume VOL555
7. Hit Enter
8. Choose either key PF(3) to change rates or key PF(5) to change dollar amounts
 - a) When in the PF(3) mode: Changing rates in the program:
 - A) PF(3) will add entries to the file
 - B) PF(5) will delete entries.
 - C) PF(4) will enable you to revise or update those numbers already existing in the file
 - 1) Hit key PF(5)
 - 2) Put a Q12DATA in flashing library over the Q02DATA
 - 3) Enter
 - 4) Type in the country you want deleted. Be sure it is in capital letters.
 - 5) Press PF(3) to delete or PF(16) to go back to the Menu screen.
 - 6) Hit either PF(3) or PF(5) to change \$ amounts entered in the program.
 - b) Hit PF(5): Changing \$ amounts in the program:
 - 1) Change Q02DATA to Q12DATA
 - 2) Enter all info from currency sheets already printed.
 - 3) Enter
 - 4) Hit either PF(3) to delete or PF(16) to get out of program
 - 5) Hit PF(16) to get out of this delete mode or you will keep deleting!
9. You are now back at the MENU & can decide what you want to do with the \$ amounts.
10. Hit PF(15) to exit from program
11. Hit PF(16) to exit.

Figure 2.4. WANG SOP

Instructs To Print Program

1. Enter your USER ID _____
2. Enter your PASSWORD _____
3. Hit enter
4. Hit enter
5. Hit enter
6. Program MENU
Library Q050BJ
Volume VOL535
7. Hit Enter
8. Hit key PF(21) to put report into the Print Queue.
9. Hit enter to put this portion of program(by Country) in print Queue or hit PF16 to go to next part of program.
10. Enter
11. After going through each portion of program and either entering it into the print Queue or going to next part, hit help button.
12. Hit PF(4)
13. Hit PF (2)
14. This next screen will then tell you what portions of your program are on the QUEUE. Those indicated with brighter letters than the others on the screen are your queues.
15. Hit HELP
16. Hit PF(16)
17. Hit Enter
18. Hit PF(5)
19. Hit PF(2)
20. Library v. AS PRT or which ever library is yours'.
21. Hit enter. It will now print at the laser
22. Keep hitting PF(16) until you are back to the USERID Screen.

To Delete From Print Mode

*After making changes in the program and prior to entering print Queue, you must always delete the portion of program already on the Queue. To do this

1. Hit HELP.
2. Hit PF(4)
3. Hit PF(2)
4. Move the flashing curser aside of your queues and delete one by one
5. This accomplished by hitting the PF(3) key and then hitting enter for each queue

Each section of the program containing the old data will now be off the PRINT Queue. You can go through the above procedure to put on the print queue what you have revised and it can be printed following the instructions above!

Figure 2.4 (Cont.) WANG SOP

FOREIGN CURRENCY REQUIREMENTS REPORT
BY FY AND COUNTRY

REPORT DATE 11/09/83

COUNTRY	US \$ REQUIRING CONVERSION	RATE IN BUDGET	FOREIGN CURRENCY REQUIRED	ADJUSTED RATE	ADJUSTED REQUIREMENT	CURRENCY DIFFERENTIAL	FY
BELGIUM OSA	\$ 8-0 103.6	0.019685 MSM P	\$ 5,262.9	0.000000	\$ 0.0	\$ 103.6-	85
BELGIUM ISA	\$ 7-S 939.8	0.019685 MSM P	\$ 47,741.9	0.000000	\$ 0.0	\$ 939.8-	85
BELGIUM USACC	\$ 3-C 415.2	0.019685 MSM	\$ 21,092.2	0.000000	\$ 0.0	\$ 415.2-	85
BELGIUM USACC	\$ 3-C 186.6	0.019685 MSM P	\$ 9,479.3	0.000000	\$ 0.0	\$ 186.6-	85
BELGIUM USAREUR	\$ 10 172,996.3	0.019685 MSM	\$ 8,788,229.6	0.000000	\$ 0.0	\$ 172,996.3-	85
BELGIUM USAREUR	\$ 2 501.2	0.019685 BOS-	\$ 25,461.0	0.000000	\$ 0.0	\$ 501.2-	85
BELGIUM USAREUR	\$ 2 4,213.7	0.019685 BOS- P	\$ 214,056.4	0.000000	\$ 0.0	\$ 4,213.7-	85
BELGIUM USAREUR	\$ 2 370.3	0.019685 MSM	\$ 18,811.3	0.000000	\$ 0.0	\$ 370.3-	85
BELGIUM USAREUR	\$ 2 1,246.6	0.019685 MSM P	\$ 63,327.4	0.000000	\$ 0.0	\$ 1,246.6-	85
BELGIUM USAREUR	\$ 2 4,983.5	0.019685 RPMA	\$ 253,162.3	0.000000	\$ 0.0	\$ 4,983.5-	85
BELGIUM USAREUR	\$ 2 1,673.6	0.019685 RPMA P	\$ 85,019.1	0.000000	\$ 0.0	\$ 1,673.6-	85
BELGIUM USAREUR	\$ 7-S 10,657.8	0.019685 MSM	\$ 541,417.3	0.000000	\$ 0.0	\$ 10,657.8-	85
BELGIUM USAREUR	\$ 8-M 1,256.4	0.019685 MSM P	\$ 63,825.2	0.000000	\$ 0.0	\$ 1,256.4-	85
BELGIUM USAREUR	\$ 9 9.8	0.019685 MSM	\$ 497.8	0.000000	\$ 0.0	\$ 9.8-	85
BELGIUM USEUCOM	\$ 10 9.8	0.019685 MSM	\$ 497.8	0.000000	\$ 0.0	\$ 9.8-	85
	\$ 199,564.2		\$ 10,137,881.5		\$ 0.0	\$ 199,564.2-	

COUNTRY TOTAL

Figure 2.5. Foreign Currency Requirement Report

exhibits. DACA-OMP also uses the report to prepare budget exhibits PB-18 (see Step 7) and OP-32 (see reference 1.2.2y).

2.3.5 Adjustment of Foreign Currency Fluctuation Account

Step 5. The Foreign Currency Fluctuation Report (FCFR) (DD COMP (M) 1506) (Figure 2.6), received from USAFAC, provides information on obligations and disbursements of funds for foreign currency exchange. The 1506 report, along with the actual exchange rate information contained in the "Wall Street Journal" newspaper and periodic messages from US Army Europe and US Army Japan, are used to evaluate the status of the foreign currency fluctuation account. The rates for each currency are maintained on a daily basis and averaged for each month and year (Figure 2.7). The data from those sources are selectively entered into the WANG Foreign Currency Requirements Report program to perform "what-if" drills to determine foreign currency requirements.

Step 6. If the analysis performed in Step 5 so indicates, funds are transferred into or out of the foreign currency fluctuation account. This is accomplished by sending a memorandum to the OSD Comptroller. An example of a request for funds is at Figure 2.8. To provide the funds to the Army, OSD issues, through Washington Headquarters Services, a Standard Form 1151, an example is at Figure 2.9. The Standard Form 1151 goes to the Treasury Department with a copy to USAFAC. The Treasury Department transfers the funds to the Operation and Maintenance, Army (OMA) appropriation where they are placed in the Army account for currency fluctuations. USAFAC updates the PFDCS controls. Based on this update the OMA APPN director issues a Funding Authorization Document (FAD) to Operating Agency (OA) 32 (USAFAC) which authorizes the use of the funds for foreign currency conversion only.

2.3.6 Preparation of the PB-18

Step 7. DACA-OMP uses the dollar amounts determined by the WANG program (described above) to prepare the PB-18. The dollar amounts and

REPORT FOR CURRENCY FLUCTUATION REPORT
FOR OBLIGATION OF THE ARMY, OBLIGATION A "MATHIEANCE, ARMY 94
(THOUSANDS OF DOLLARS)

100 000 00 1000

COUNTRY	CURRENCY UNIT	OBLIGATIONS BUDGET DATE	ACCUMULATED VARIANCES	REALIZED VARIANCES	OBLIGATIONS INCURRED BUDGET DATE
BELGIUM	FRANC	3,046	-119	10	4,002
CANADA	DOLLAR	0	0	0	0
FRANCE	FRANC	13	-0	0	13
GERMANY (FED)	DEUTSCHMARK	210,709	-1,160	1,263	767,315
IRELAND	FRANC	516	-15	0	516
NETHER	DOLLAR	103	-7	-8	227
ITALY	LIRA	4,831	32	101	11,881
JAPAN	YEN	7,355	1,400	1,500	16,127
PORTUGAL	ESCUDO	113	-5	-10	-1,241
ROMANIA	LEU	0	0	0	0
RUSSIA	RUBLE	0	0	0	0
SPAIN	PESETA	18	-1	0	0
TURKEY	LIRA	3	-1	0	13
UNITED KINGDOM	POUND	8,619	-237	-112	407
TOTAL		216,430	-82	5,014	800,353

FOOTNOTES:
1. REPORTING PROVIDED BY ARMY \$ NONE
2. ANTICIPATED GAIN (LOSS) REMAINDER OF FY 94 \$ NONE
TOTAL \$

Figure 2.6. Foreign Currency Fluctuation Report

August 1984

August	YEN	DM	Belgium Franc	Canada Dollar	British Pound	Denmark Krone	France Franc	Gracia Quetzales	Italy Lira	Holland Guilder	Portugal Escudo	Spain Pesceta	Turkey Lira
1	244.71	2.874	58.50	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
2	244.50	2.874	58.45	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
3	244.40	2.874	58.40	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
4	244.30	2.874	58.35	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
5	244.20	2.874	58.30	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
6	244.10	2.874	58.25	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
7	244.00	2.874	58.20	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
8	243.90	2.874	58.15	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
9	243.80	2.874	58.10	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
10	243.70	2.874	58.05	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
11	243.60	2.874	58.00	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
12	243.50	2.874	57.95	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
13	243.40	2.874	57.90	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
14	243.30	2.874	57.85	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
15	243.20	2.874	57.80	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
16	243.10	2.874	57.75	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
17	243.00	2.874	57.70	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
18	242.90	2.874	57.65	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
19	242.80	2.874	57.60	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
20	242.70	2.874	57.55	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
21	242.60	2.874	57.50	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
22	242.50	2.874	57.45	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
23	242.40	2.874	57.40	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
24	242.30	2.874	57.35	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
25	242.20	2.874	57.30	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
26	242.10	2.874	57.25	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
27	242.00	2.874	57.20	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
28	241.90	2.874	57.15	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
29	241.80	2.874	57.10	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
30	241.70	2.874	57.05	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
31	241.60	2.874	57.00	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00
Monthly Average	241.66	2.873	57.05	1.3071	765.75	10.5520	5.7990	114.50	1777.40	3.2870	150.40	164.50	330.00

Figure 2.7. Average Rate Work Sheet



DEPARTMENT OF THE ARMY
OFFICE OF THE COMPTROLLER OF THE ARMY
WASHINGTON, D.C. 20310

REPLY TO
ATTENTION OF
DACA-OMP


02 DEC 1983

MEMORANDUM FOR DIRECTOR FOR OPERATIONS, OASD(C)

SUBJECT: Foreign Currency Fluctuation, Defense Fund - INFORMATION MEMORANDUM

Request \$73.4 million of Foreign Currency Fluctuation, Defense Funds be transferred to FY 1984 Operation and Maintenance, Army Appropriation. This is required based on the fact that the FY 1984 Appropriations Act reflects a German Mark rate of 2.71 DM/\$ versus actual experience through 27 November 1983 of 2.62 DM/\$.

FOR THE COMPTROLLER OF THE ARMY:


GERALD R. JENNINGS
Brigadier General, GS
Director of Operation
and Maintenance, Army

LESTER P DAWSON
CDR
USMC
CDRMA

Figure 2.8. Foreign Currency Request

NOEXPENDITURE TRANSFER AUTHORIZATION

To DEPARTMENT OF THE TREASURY
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS
APPROPRIATION & INVESTMENT BRANCH
ROOM 3055 GAO BUILDING, 441 G STREET, NW
WASHINGTON, D.C. 20226

ACCOUNTING DATE
JUN 30 1984
Appropriation and Investment Branch

You are hereby authorized to effect the transfer indicated below.

TRANSFER FROM (D. O. Symbol)		TRANSFER TO (D. O. Symbol)	
Dept. DoD-Washington Headquarters Services		Dept. of the Army	
Bureau Room 3B269, Pentagon		Bureau U.S. Army Finance & Accounting Center	
Address Washington, D.C. 20301		Address Indianapolis, IN 46249	
APPROPRIATION OR FUND SYMBOL	AMOUNT	APPROPRIATION OR FUND SYMBOL	AMOUNT
9710801	16,800,000.00	2142020	16,800,000.00
Unobligated balance			

AUTHORITY

Public Law 95-457, 92 Stat. 1236
Public Law 95-36, 93 Stat. 100
Public Law 97-377, 96 Stat. 1865

The above transfer is proper under the authority cited.

25 June 1984
(Date)

GLEN POW (A. J. POWERS)
Chief, Departmental Accounting Branch

"Division of Capital Assets" or "Investment Branch" depending on type of transaction.

U.S. GOVERNMENT PRINTING OFFICE: 1980-0-578765

5010-038

WHS 84-05

064-002

Figure 2.9. Standard Form 1151

exchange rates shown on the WANG report are typed on the PB-18 (Figure 2.10). A computer-generated tape reflecting the PB-18 is requested from USAMSSA on a DPR prepared by DACA-OMP. An example of the DPR is shown in Figure 2.11. The DPR includes a coding sheet showing the dollars required for conversion and the exchange rate which was used to determine the dollar amount for each currency that is shown in the budget. The only change in the President's Budget submit from the OSD Budget submit is that the cycle indicator in Column 15 of the coding sheet is "P" for the President's budget. Tape preparation instructions are contained in reference 1.2.2dd. After verifying the accuracy of the magnetic tape, it is provided to OSD for updating their automated system.

2.4 Proposed Methods And Procedures

2.4.1 General

The proposed procedures for the FCR ADS are aimed at: reducing the time spent by analysts in manually extracting and posting of data and in the manual preparation of reports; providing flexibility in the manner in which FCR data displays are provided to users of the data; facilitating rapid update of the FCR data base and recomputation of requirements based on fluctuations in values of foreign currencies; allowing timely preparation and submission of program and budget documents; and, providing for more efficient maintenance of the foreign currency fluctuations account. The procedures are also aimed at setting the stage for the automated reporting of FCRs by the field to the FCR ADS and extending the projection of FCRs to include all POM outyears.


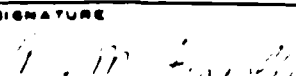
A flow diagram depicting the proposed procedures is at Figure 2.12. The numbers in parentheses in the flow diagram correspond to the steps in the procedures discussed below.

DEPARTMENT OF THE ARMY
OPERATION AND MAINTENANCE, ARMY
FOREIGN CURRENCY EXCHANGE DATA FY 85
(\$000)

Country	FY 1983			FY 1984			FY 1985		
	U.S. \$ Requiring Conversion	Average Exchange Rate	U.S. \$ Requiring Conversion	Average Exchange Rate	U.S. \$ Requiring Conversion	Average Exchange Rate	U.S. \$ Requiring Conversion	Average Exchange Rate	
Belgium	78757	55.62	55305	55.25	83210	55.25			
Canada	6	1.50	9	1.24	9	1.24			
Denmark	250	10.07	154	9.83	143	9.83			
France	26323	7.72	30088	8.26	24920	8.26			
Germany	1426032	2.95	1753676	2.72	1703821	2.72			
Greece	6025	78.23	4090	97.09	3175	97.09			
Italy	23901	1622.59	28216	1647.45	28311	1647.45			
Japan	77182	298.89	86074	234.69	92426	234.69			
Netherlands	8244	3.27	9332	3.044	9300	3.044			
Portugal	-	89.18	-	129.87	-	129.87			
Spain	365	130.06	398	156.25	309	156.25			
Turkey	423	177.55	527	255.10	495	255.10			
United Kingdom	24240	.68	22430	.69	24118	.69			
Total	1671748		1990299		1970237				

PB 18 Exhibit

Figure 2.10. Budget Exhibit PB-18

DATA PROCESSING REQUEST (DPR)		DATE 22 Jan 84	REPORTS CONTROL SYMBOL
For use of this form, see DA MEMO.18-4; the proponent agency is OCSA.		REQUEST NUMBER TB-0015-84	PRIORITY
TO: USAMSSA Attn: Mr. Rink	FROM: DACA--OMP	TYPE OF ACTION <input type="checkbox"/> NEW SYSTEM <input type="checkbox"/> REVISION <input checked="" type="checkbox"/> PRODUCTION	
TITLE OF REPORT OR SYSTEM PBS-FORDIMS			
AUTHORIZING DOCUMENT CSR 11-18			
PURPOSE OF REQUEST Generate Magnetic Tape PB-18			
FREQUENCY <input checked="" type="checkbox"/> RECURRING (Indicate frequency) 15 required		SECURITY DESIGNATION UNCLASSIFIED	
<input type="checkbox"/> ONE TIME INPUT DESCRIPTION (Such as source, format, data input will be available for processing, approximate volume) (Continue on separate sheet of paper if necessary)			
Coding sheet attached (Enclosure 1)			
SYSTEMS DESCRIPTION (Such as internal computations, special instructions) (Continue on separate sheet of paper if necessary)			
Generate magnetic tape for the PB-18 Foreign Currency Fluctuation per coding instructions for machine readable budget Exhibit (Encl 2). The only change from the OSD Submit is cycle indicator is <u>P</u> .			
OUTPUT DESCRIPTION (Such as address, type paper, number of copies, due out date) (Continue on separate sheet of paper if necessary)		PROPOSED COMPLETION DATE 25 Jan 84	
1. Output: Magnetic Tape 2. Contact: Mr. Trach 77669 3. Delivery: Call when ready.			
REQUESTING AUTHORITY		REQUESTING AGENCY DATA AUTOMATION COORDINATOR	
TYPED NAME, RANK/GRADE, TITLE & TELEPHONE NO./EXT. JOHN S. ROGERS 77669		TYPED NAME, RANK/GRADE, TITLE & TELEPHONE NO./EXT. ELICE M. FRAPOLLI 50315	
SIGNATURE		SIGNATURE	
			

DAS FORM 56
1 MAR 1976

REPLACES DA FORM 18, 1 JUN 1970, WHICH IS OBSOLETE.

Figure 2.11. DPR for PB-18 Magnetic Tape

[illegible]

Figure 2.11 (Cont.). DPR for PB-18 Magnetic Tape

Coding Instructions For
Machine Readable Budget Exhibit

I The following general coding requirements apply to the six budget exhibits addressed herein and must be applied without exception.

A. The data must be submitted on:

1. 9 track magnetic tape,
2. 1600 BPI, using
3. ASCII (American Standard Code International Interchange) with
4. No headers or trailers

B. Data must be unblocked or Blocked (one), i.e. one logical record for each physical record.

C. Using a single End of File Mark at the end of each file.

D. No classified data. Magnetic tapes will contain only unclassified data.

II Each exhibit for each appropriation by Department/Agency represents a file.

A. Files are composed of data records and fields which are summarized as follows:

<u>Exhibit</u>	<u>File</u>	<u>Records</u>	<u>Fields</u>
OP-8	0008	Pay Schedules	End Strength/Workyear/Compensation
OP-26	0026	Total POL Requirements for each fiscal year within each appropriation.	Price/Costs/Useage by type of fuel
OP-30	0030	Categories of Maintenance	Units/Costs (Financed and Unfinanced)
OP-32	0032	Line Codes	Program Cost/Foreign Currency Adjustments/Price Growth/Program Growth/Program Cost next Fiscal year
PB-18	0018	Country Code	Program Cost/Exchange Rate
PB-21	0021	Types of Consulting Services	Cost

B. Each file (for each exhibit for each appropriation) will be submitted on a separate tape.

C. A print out of tape data must accompany the tape.

D. A hard copy listing of tape contents will accompany each tape.

Figure 2.11 (Cont.). DPR for PB-18 Magnetic Tape

Inc / 2

2. Each tape will have attached an external pressure sensitive label identifying what the tape contains including:

1. Appropriation
2. Agency
3. Names of Files
4. Number of Records in File
5. Logical Record Length by File
6. Type of Computer on which tape was Created
7. Point of Contact and Phone Number

Tapes received without this label will be returned.

III Data for each file will be submitted in the following format.

- A. Position 1-15 will contain the File ID code which is identified in Attachment 1.
- B. Position 16-ff will contain a specific data matrix for each of the six files as described in Attachments 2-7.
- C. Data entries will be right justified with unused leading positions left blank.
- D. A zero must be entered for empty data fields. Note: zero fill in the format required for that field (e.g., a field calling for 3.4 would be 0040.0000).
- E. Do not enter zeroes where there is no data for an entire record (e.g. line(s) on the OP-32 Exhibit).
- F. Do not use parentheses
- G. Do not use low-order negative (no overzone/overpunch). Negative data fields should include a minus symbol immediately preceding the left order digit.
- H. There will be no implied decimal. Decimal points must be entered where appropriate.
- I. Enter no data on tapes other than those specified by these instructions.

IV. Specify coding instructions for each budget exhibit are included in the attachments.

Figure 2.11 (Cont.). DPR for PB-18 Magnetic Tape

**The 15 Digit File Identification Code
for Machine Readable Budget Exhibits**

<u>Reference</u>	<u>Description</u>	<u>Length</u>	<u>Position</u>
I.	Exhibit Title Code	4	1-4
II.	Dept/Agency Code	2	5-6
III.	Appropriation Code - Tres.	4	7-10
IV.	Budget Year	2	11-12
V.	FY request	2	13-14
VI.	Cycle indicator	1	15

Specific Codes Currently in Use

I.	<u>Code</u>	<u>Exhibit Titles</u>
	0008	OP-08
	0026	OP-26
	0030	OP-30
	0032	OP-32
	0018	PB-18
	0021	PB-21
II.	<u>Code</u>	<u>Dept/Agency</u>
	01	Department of Army
	02	Department of the Navy
	03	United States Marine Corps
	04	Department of the Air Force
	11	Army Reserve
	12	Navy Reserve
	13	Marine Corps Reserve
	14	Air Force Reserve
	21	Army National Guard
	24	Air Force National Guard
	30	Defense Mapping Agency
	31	Defense Nuclear Agency
	32	Defense Logistics Agency
	33	Defense Investigative Service
	34	Defense Communications Agency
	35	Defense Intelligence Agency
	36	National Security Agency
	37	Defense Audit Service

Figure 2.11 (Cont.). DPR for PB-18 Magnetic Tape

Attachment 1
(Page 1 of 3)

<u>Code 1/</u>	<u>Dept/Agency</u>
38	Defense Contract Audit Agency
39	Office of the Joint Chiefs of Staff
40	Office of the Secretary of Defense
41	Defense Audio Visual Agency
42	American Forces Information Service
43	Uniformed Services University of Health Sciences
44	Civilian Health and Medical Program of the Uniformed Services
45	Medical Information Systems
46	Office of Dependent Education
47	Office of Economic Adjustment
48	Washington Headquarters Service
49	Defense Communications and Intelligence
50	Defense Advanced Research Projects Agency
80	National Board for the Promotion of Rifle Practice
82	Claims Defense
84	Court of Military Appeals

<u>III. Code 1/</u>	<u>Appropriation</u>
2020	O&MA
1804	O&MN
1106	O&MMC
3400	O&MAF
0100	O&M Def. Ag.
2080	O&M ARES
1806	O&M NRES
1107	MCRES
3740	O&M AFRES
2065	O&M ARNG
3480	O&M AFNG
0102	Claims, Def.
0104	CMA
2040	RDT&E, A
1319	RDT&E, N
3600	RDT&E, AF
0400	RDT&E, DA
2050	MILCON, A
1205	MILCON, N
3300	MILCON, AF
0500	MILCON, DA
2086	MILCON, ARES

Figure 2.11 (Cont.) DPR for PB-18 Magnetic
Tape

Attachm
(Page 2

	<u>Code 1/</u>	<u>Appropriation</u>
	4962	IF,DA
	4992	IF,A
	4912	IF,N
	4914	IF,MC
	4922	IF,AF
2/	9912	MSCIF
2/	9922	ASIF
	0700	Fam. HDef.
	4002	LSNA
	1080	MA,E
	1705	NBPRP

IV. Code Fiscal Year Submit 3/
~~84~~ 85 1984- 1985

V. Code Fiscal Year Submit 4/
~~82~~ 1982
83 1983
84 1984
85 1985
86 1986
87 1987
88 1988
89 1989

VI. Code Cycle Indicator
S OSD Budget Submission
P Congressional Budget Submission
(President's Budget)

1/ Treasury appropriation codes

2/ For the POL exhibit (File 0026) only, use these filler appropriation codes to break out Military Sealift Command 2nd Military Airlift Command Industrial Funds. NIF and AFIF records will contain the balance of data after these breakouts.

3/ This field will contain the code for the fiscal year of the budget submission. (i.e. for the FY 1984 OSD Submission, Code 84 will be entered for all files)

4/ Each file will contain data for 2 or more fiscal years which will be identified in this field. (i.e. the FY 1984 OSD Submission for the OP-26 Exhibit (File 0026) will include data for FY 1982, FY 1983 and FY 1984 which will be identified by the appropriate code)

Attachment 1
(Page 3 of 3)

Figure 2.11 (Cont.) DPR for PB-18 Magnetic Tape

FCF Country Codes

000001 - Belgium
000002 - Canada
000003 - Denmark
000004 - France
000005 - Federal Republic of Germany
000006 - Greece
000007 - Italy
000008 - Japan
000009 - Netherlands
000010 - Norway
000011 - Portugal
000012 - Spain
000013 - Turkey
000014 - United Kingdom
000015 - Philippines

Attachment 6
(Page 1 of 2)

Figure 2.11 (Cont.) DPR for PB-18 Magnetic Tape

**FOREIGN CURRENCY
TAPE RECORD LAYOUT***

Data Fields			
<u>Number</u>	<u>Description</u>	<u>Length</u>	<u>Position</u>
1	ID Code	15	1-15
2	Country Code (See Foreign Currency Country Codes)	6	16-17
3	U.S. Dollars Requiring Conversion (\$ in thousands)	9	18-26
4	Exchange Rate	4.2	27-33

*This tape is designed to capture PB-18 exhibit data elements and will be submitted for three fiscal years (i.e., FY 1982, FY 1983 and FY 1984).

Figure 2.11 (Cont.). DPR for PB-18 Magnetic Tape

Attachment 6
(Page 2 of 2))

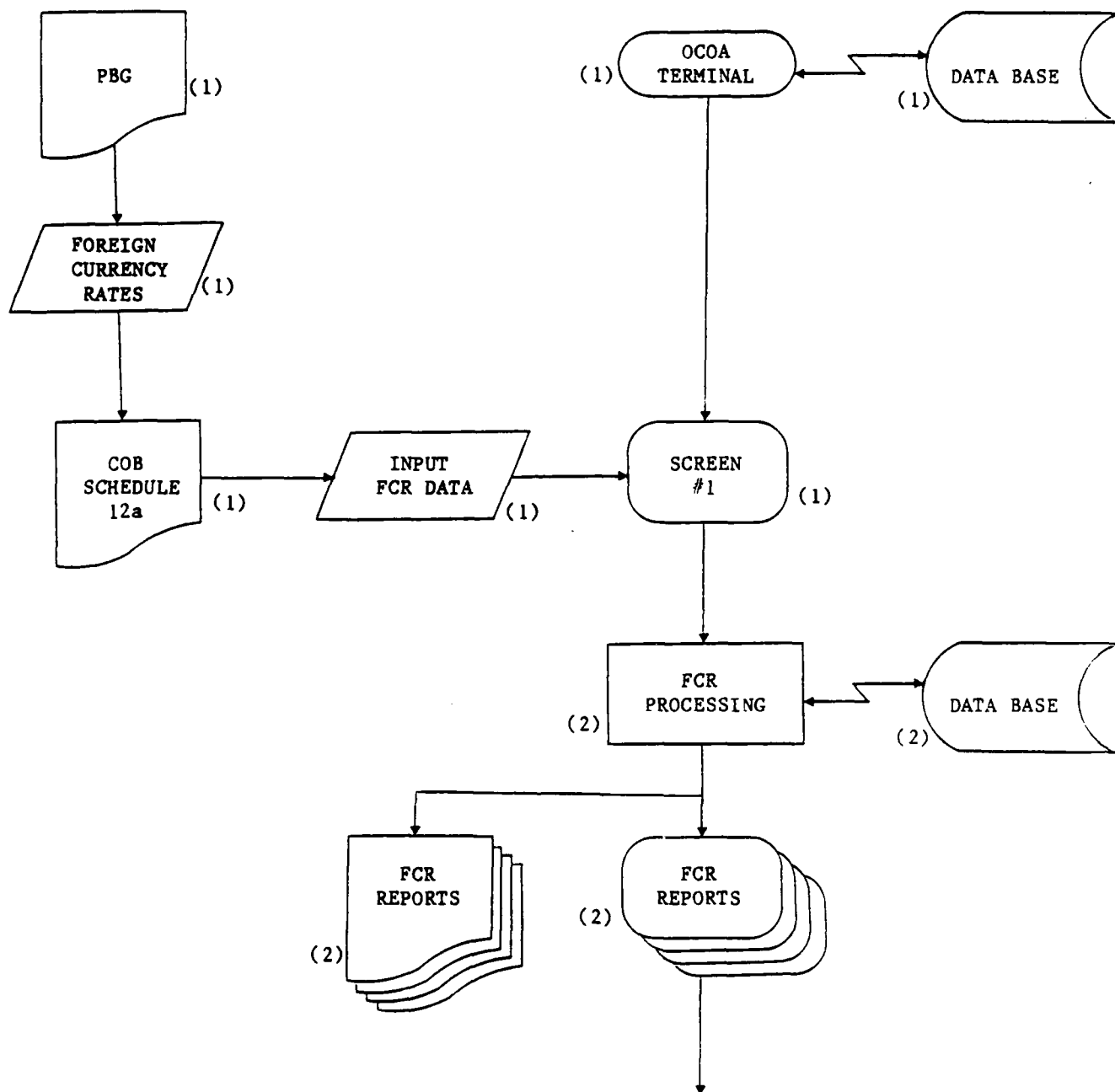


Figure 2.12. Foreign Currency Requirements (Proposed Procedures) Flow Diagram

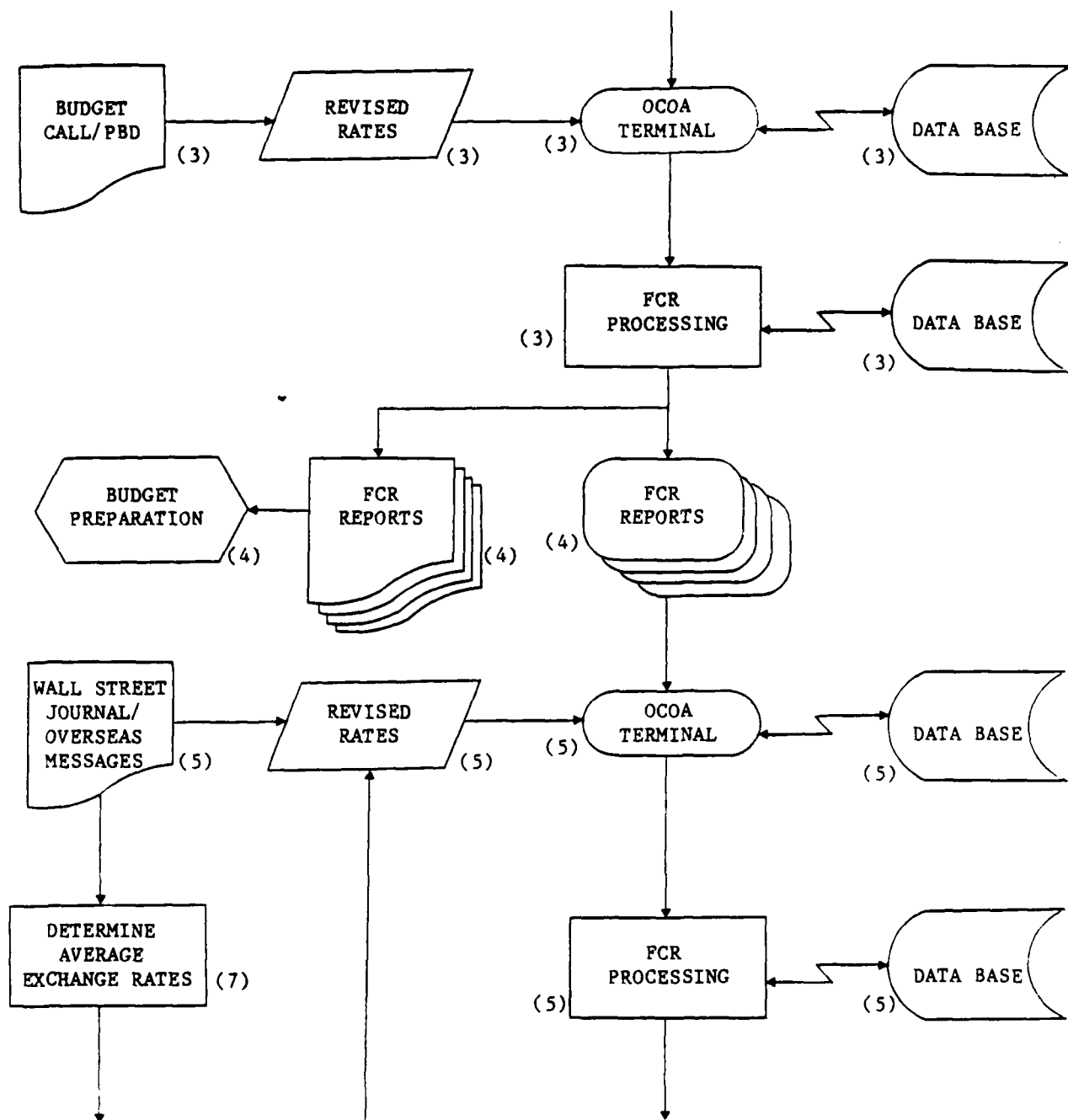


Figure 2.12 (Cont.). Foreign Currency Requirements (Proposed Procedures) Flow Diagram

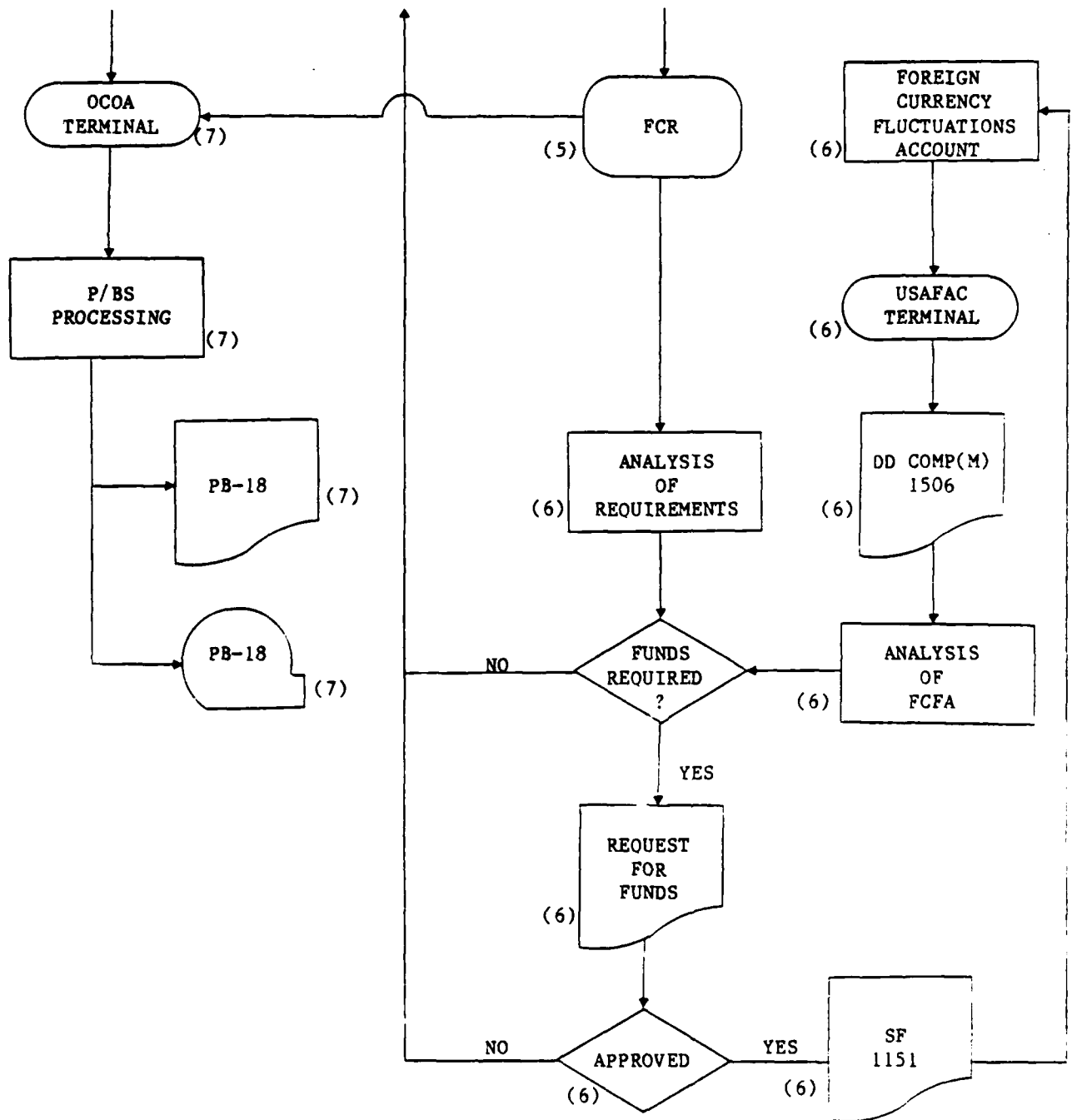


Figure 2.12 (Cont.). Foreign Currency Requirements (Proposed Procedures) Flow Diagram

2.4.2 Receipt of Foreign Currency Requirements

Step 1. Field commands report their requirements by use of COB Schedule 12a as in the present procedures and DACA-OMP, using the OCOA terminal and the FCR data input screen, enters FCR data for each OA.

2.4.3 P/BS Processing

Step 2. The FCR data is processed in the system. The system computes foreign currency requirements and arrays data into formats suitable to user requirements. Formats are available on the CRT screen for analysis, or as an option, in hard copy reports.

2.4.4 Revision of Foreign Currency Exchange Rates

Step 3. Foreign currency exchange rates used in previous PBG or budget submissions may be subsequently changed by OSD budget call or program budget decisions (PBD). These adjusted rates are input at the OCOA terminal using CRT screen display. The system recomputes the currency requirements based on the new rates.

2.4.5 Production of Reports

Step 4. The adjusted requirements are arrayed into formats suitable to user requirements. The formats are available for viewing on the CRT screen. In addition, hard copy reports are prepared and are distributed to P/SP directors to be used in updating PBS and preparing budget displays.

2.4.6 Adjustment of Foreign Currency Fluctuation Account (FCFA)

Step 5. Foreign currency exchange rates are determined daily from the Wall Street Journal and messages from select overseas commands. The rates are posted daily to the spread sheet at Figure 2.7. New exchange rates are selectively input to the OCOA terminal using the foreign

currency exchange rate revisions screen. The new rate is processed in the system, generating adjusted foreign currency requirements for that currency. These new requirements are available for viewing by the analyst using the OCOA terminal.

Step 6. The analyst compares the foreign currency requirements with the availability of that currency in the Foreign Currency Fluctuation Account as reported by USAFAC in the Foreign Currency Fluctuation Report (DD COMP (M) 1506) (Figure 2.6). If analysis determines that additional funds are not required, no action is taken until the next revised exchange rate is input. If additional funds are required a request is initiated to OSD (Figure 2.8). If approved, OSD issues an SF 1151 (Figure 2.9) which is processed as in paragraph 2.3.5, Step 6.

2.4.7 Preparation of the PB-18

Step 7. Using the Foreign Currency Exchange Rate Revisions screen the analyst enters the average annual exchange rate for each currency determined in Step 5. These data are processed in the system and arrayed in the PB-18 format (Figure 2.10). The PB-18 displays data for the PY, CY, and BY. For the BY, the average exchange rate used is the currency rate in the DOD budget call or PBD.

The system produces the PB-18 in hard copy and magnetic tape formats. The format for the PB-18 magnetic tape is in reference 1.2.2dd.

2.5 Assumptions and Constraints

The following assumptions have been made in developing this system:

- DACA-OMP will continue to be required to maintain the FCFA.
- Computer time for processing the input and stored data will be made available.

SECTION 3
DETAILED CHARACTERISTICS

3.1 Specific Performance Requirements

The FCR ADS will be compatible with VFDMIS and must be capable of performing the following tasks:

- Receive data input by remote interactive terminal from DACA-OMP.
- Compute new foreign currency requirements based on data input.
- Produce data displays in the prescribed formats.
- Store and retrieve data in specified formats.

3.1.1 Accuracy and Validity

a. The system must be able to identify every country where US currency must be converted into local currency and relate the local currency to the country. It must then be able to accurately compute foreign currency requirements based on US dollars requiring conversion and the existing exchange rate and/or the exchange rate used for development of the budget.

b. The system must provide for data validation and editing prior to producing the final documents. There should be a capability to verify that the correct currency is applied to the correct country and that the correct exchange rate used for development of the budget is applied to the correct FY.

c. In its present configuration, the system will not use data transmitted from locations outside the Pentagon. However, the system must have the capability of verifying the data input through remote terminals in the Pentagon.

3.1.2 Timing

While there are no established timing requirements anticipated for throughput, the system must have the capability to meet short suspense

times on the order of 24 hours or less for production of required reports. However, it must be noted that during program and budget preparation, suspense times are somewhat short and may be subject to change. Foreign currency requirements must be instantaneously displayed on the CRT as entries are input by the analyst (Figure 2.12, Steps 2 through 5).

3.2 Functional Area System Functions

3.2.1 Data Input

This function consists of input of cost data and foreign currency exchange rates by DACA-OMP using the remote terminal. Requirements will be input by OA, country, program/subprogram, further subdivided by cost category (MSN, BOS(-), or RPMA). Data are input for three FYs.

3.2.2 System Processing

This function consists of computing foreign currency requirements based on the input of US dollars requiring conversion and the foreign currency exchange rate used to prepare the COB Schedule 12a. The system must then compute adjusted foreign currency requirements based on new rates and compute the differential between the new requirements and the budgeted requirements. The system must then format the data in various configurations and at various levels of detail to meet user requirements. Data are processed for the CY, BY, and 1st program year.

3.3 Input-Output

3.3.1 Inputs

Inputs consist of header data, foreign currency exchange rates and US dollars requiring conversion. Exchange rates are expressed in units of foreign currency per US dollar. Foreign currency may be expressed in whole units and/or fractions of units carried to three decimal places.

Screens #1 and #2 (Figures 4.1 and 4.2) are used to input data from the remote interactive terminal in OCOA. Data are entered by typing them directly into the appropriate place on the screens.

Input data elements are described in paragraph 4.4.1.

3.3.2 Outputs

Outputs will be in the form of hard copy reports and CRT displays. Each completed screen should be available on CRT for review. Scrolling may be required to review an entire screen. In such cases the header data will be displayed continuously. The Foreign Currency Requirements Reports are produced in hard copy in the formats at Figures 4.3 through 4.8 (Screens #3 through #8). A separate report is produced for each FY for which foreign currency requirements are reported (CY, BY and 1st program year). Separate reports are prepared for each country (Screen #3) OA (Screen #4) and P/SP (Screens #5 and #6) as well as one summary report (Screens #7) and one budget exhibit (Screen #8). Additionally, a printout of rates in effect is produced for P/SP directors (Screen #1).

Output data elements are described in paragraph 4.4.2.

3.4 DATA BASE CHARACTERISTICS

The data base used for this system is FORDIMS-P/BS. The characteristics of that data base are outlined in the FORDIMS-P/BS User's Guide (Reference 1.2.2w).

3.5 FAILURE CONTINGENCIES

It is expected there will be occasions when hardware or software system failures of relatively short duration will occur. Under such circumstances failure contingencies and alternate courses of action may be taken to temporarily satisfy FCR report preparation requirements.

a. Back-up. The system files and input data will be sorted on disk files. USAMSSA provides back-up by daily dumps from disk to

magnetic tape. Some of the input data will be retained on hard copy. Consequently, the loss of critical operational software would be minimal.

b. Fallback. Should the mainframe operating system at USAMSSA fail, batch processing or manual manipulation and recording of data may be used.

3.6 SECURITY

The data input by DACA-OMP and the final FCR reports are UNCLASSIFIED. Because the information is being used for budget formulation, it is not releasable to the general public and should be protected as such. There are no individual personnel records used in the system.

SECTION 4

DESIGN DETAILS

This section provides a detailed description of the FCR ADS which will satisfy the system requirements outlined in more general terms in Sections 2 and 3.

4.1 System Description

The FCR ADS uses an established data base, and a discrete data set containing data elements entered by interactive remote terminal to calculate foreign currency requirements for P/SP directors, support changes to the FCFA and prepare the PB-18 Budget Exhibit.

The established system on which the FCR ADS relies is the FORDIMS-P/BS. The use of P/BS and its data base configuration are explained in the FORDIMS User's Guide, Volume 1, dated August 1980. The FCR ADS provides the capability for automated input to the discrete FCR data set of the foreign currency requirements and fluctuations in the foreign currency exchange rates. Final data are produced by processing the input data on the discrete FCR data set within the system's data base through an automated program. The data are manipulated in a way to produce the various FCR reports. These reports will be in the established formats (paragraph 4.4.2).

4.2 System Functions

a. The data input function will be performed by DACA-OMP using the Four-Phase System, Inc Data IV/50 remote control terminal cluster (or the WANG terminal). This equipment provides DACA-OMP interactive and immediate data input capability. The data input will consist of US dollars requiring conversion to foreign currency and foreign currency conversion rates. Inputs are made for conversion requirements for thirteen OAs' reporting requirements for fourteen currencies. Requirements may be input for each of the ten OMA P/SP having civilian personnel expenses and for each of the three categories in each support function, i.e., MSN, BOS(-), and RPMA.

b. The first processing step, in meeting the requirement to produce FCR reports, consists of applying the appropriate foreign currency conversion rate to the US dollars required to arrive at the foreign currency requirement by P/SP and category for each FY (CY, BY & BY+1).

c. Once the initial requirements have been identified, the requirements are revised based on the fluctuation in the foreign currency exchange rates. The new rates are input and the system processes the adjusted requirements and computes the differential from the initial COB requirements. The initial COB requirements and exchange rates are retained in the system.

d. The system arrays the data into six foreign currency requirements report formats which present the data in varying levels of detail. The reports are used by the P/SP directors to update the PBS and prepare program and budget submissions. They are also used by DACA-OMP to manage the FCFA. Based on input of adjusted rates, the analyst determines the new FCR. This value is compared to the availability of currencies as reported in the FCFR (DD Comp (M) 1506). This and subsequent procedures are manual.

e. US dollars requiring conversion for each country as input from COBs is combined in the system with the FY average exchange rates determined from daily extracts from the Wall Street Journal and messages from selected overseas commands or budget calls or PBD rates from OSD. These data are arrayed in PB-18 format and published in hard copy. P/BS also produces a PB-18 magnetic tape.

f. The system will be designed to produce outputs described in paragraphs 3.3.2 and 4.4.2.

4.2.1 Accuracy and Validity

a. The FCR ADS will accurately identify foreign countries where US currency must be converted to local currency, relate the appropriate currency to the country and compute the foreign currency requirements.

Costs will be expressed in thousands of dollars carried to one decimal point. Output currency exchange rates will be expressed as the value of 1 unit of foreign currency in US dollars carried to six decimal points.

b. The system will be able to identify budget rates used by OAs in their COB Schedule 12a submissions that vary from the rates specified in PBG. If a variance exists, the PBG rate will be applied as an adjusted rate and an adjusted requirement will be computed. The adjusted requirement will then become the "US Requiring Conversion" [Screen #2, field (10)] and the PBG rate will be displayed as the Budget Rate [Screen #2, field (7)].

c. The data used from the system will come from the live approved file unless otherwise requested; the system will have the capability of using the temporary (or "TC") files of the system data base. The P/BS data base, on which the ADS will depend, has a comprehensive validation and checking system to ensure the accuracy of input data. Trial, unapproved reports are generated along with automation error reports for use by users and system operators in verification of the accuracy of input data.

4.2.2 Timing

a. Throughput time will be a function of priorities for computer time. Because of the stringent requirements for development of budget exhibits, the throughput time will never exceed 24 hours.

b. Responses to queries, displays of screens, and update of data files will be real time.

c. The system will run sequentially as shown in paragraph 2.4. This order must be followed because each function depends on the data or processing performed during the preceding step. The system will have built-in pauses to allow for verification of input data and enable analysts to perform "what if" exercises to determine requirements at

various rates. The system also will have the capability to perform processing and production of all output reports in an uninterrupted mode when required.

d. Since the system is dependent upon the input of foreign currency rates before any other processing can be accomplished, it will give priority to the input of these rates. The primary mode of operation will allow for periodic interruption of data processing for verification of input data and processing accuracy.

e. There are no established timing requirements for traffic load variations.

4.3 Flexibility

The system will be designed to allow for additional data elements in any category or modification of the definition or scope of any data elements.

4.4 System Data

4.4.1 Inputs

a. The titles are:

- (1) Foreign Currency Exchange Rates/Revisions (Screen #1)
- (2) Foreign Currency Requirements (Screen #2)

b. Formats are at Figures 4.1 and 4.2; detailed descriptions of the screens and fields are provided below. The numbers in parentheses preceeding each field description correspond to the numbers in parentheses on the input screen formats.

1. Screen #1 (Figure 4.1) is used to input foreign currency exchange rates for each country in which a requirement exists to convert U.S. dollars to the local currency. The screen is used to input the rates to be used by OAs in preparing their COB Schedule 12a requirements, to input adjusted rates based on new

FOREIGN CURRENCY EXCHANGE RATES/REVISIONS
FY (1)

<u>Country</u>	<u>Unit</u>	<u>Budget Rate</u>	<u>Adjusted Rate</u>	<u>Average Rate</u>
		(2)	(3)	(4)
Belgium	Franc			
Canada	Dollar			
Denmark	Krone			
Germany (FRG)	DM			
France	Franc			
Greece	Drachma			
Italy	Lira			
Japan	Yen			
Netherlands	Guilder			
Norway	Krone			
Philippines	Peso			
Portugal	Escudo			
Spain	Peseta			
Turkey	Lira			

Figure 4.1 Foreign Currency Exchange Rates/Revisions Screen (Screen #1)

FOREIGN CURRENCY REQUIREMENTS
(COB SCHEDULE 12a)

OA	<u> (1) </u>						
COUNTRY	<u> (2) </u>						
CURRENCY	<u> (3) </u>						
		FY <u>(4)</u>	FY <u>(5)</u>		FY <u>(6)</u>		
BUDGET RATE		<u> (7) </u>	<u> (7) </u>		<u> (7) </u>		
COB RATE		<u> (8) </u>	<u> (8) </u>		<u> (8) </u>		
		P (9)	NP (10)	P (9)	NP (10)	P (9)	NP (10)
P/SP	<u> XX </u>	(11)					
MSN							
BOS(-)	(12)						
RPMA							
	.						
	.						
	.						
P/SP	<u> i </u>						
	.						
	.						
	.						
P/SP	<u> n </u>						

Figure 4.2 Foreign Currency Requirements Input Screen (Screen #2)

guidance or fluctuations in the foreign currency exchange rates and to input annual average exchange rates. (This screen is also produced as an output report to provide P/SP directors currency conversion rates expressed as units of foreign currency per one US dollar.)

- (1) FY: The fiscal year to which the rates apply. This will be either the CY, BY or BY + 1.
- (2) BUDGET RATE: For each country/currency, the applicable conversion rate from the most recent PBG for the FY in field (1). These data are shown in units of foreign currency per one U.S. dollar.
- (3) ADJ RATE: New exchange rates based on OSD guidance or fluctuations in the applicable rates. These data are shown in units of foreign currency per one U.S. dollar.
- (4) AVE RATE: The average exchange rate during the FY in field (1) for each currency as determined in paragraph 2.3.6. This field is used for the CY only.

2. Screen #2 is used to enter data from the COB Schedule 12a.

- (1) OA: 3-position numerical code identified as "Command Code" on COB Schedule 12a.
- (2) COUNTRY: The name of the country to which the currency applies. The country name must be entered as shown in Screen #1.
- (3) CURRENCY: The name of the foreign currency required on the Schedule 12a. The name of the currency must be entered as shown in Screen #1.

- (4), (5), (6) FY: The last two digits of the CY, BY and BY + 1 respectively. Corresponds to the three FYs in the COB Schedule 12a.
- (7) BUDGET RATE: The foreign currency exchange rate for the currency reported in field (3). This rate is the same rate as in Screen #1 field (2) and is automatically entered.
- (8) COB RATE: The rates reported by the OA in the COB Schedule 12a. These rates are found adjacent to the the appropriate FY designation (the rates in field (8) should correspond to those in field (7). If a variance exists the OA's foreign currency requirements are subsequently recomputed).
- (9) P: This signifies "personnel" and represents OA foreign currency requirement to cover personnel costs. These are the sums of EOE's 16, 17 and 28 on the COB Schedule 12a.
- (10) NP: This signifies "non personnel" and represents OA foreign currency requirements to cover non personnel costs. These are the sums of EOE's 21 - 27, and 31 on the COB Schedule 12a.
- (11) P/SP: The OMA P/SP reported on the COB Schedule 12a. A separate schedule is submitted for each P/SP having foreign currency requirements.
- (12) MSN, BOS(-), RPMA: The category of funding within each program having foreign currency requirements. BOS(-) and RPMA are reported as separate subprograms.

c. Number of items input for each screen are:

- (1) Screen #1. Remote input entries are made in field (1) for the CY, BY and BY + 1. Entries are made in fields (2), (3) and (4) for each FY for fifteen countries/currencies.
- (2) Screen #2 Remote input entries are made in fields (1) through (6) and (8) through (12) for each OA submitting COB Schedule 12a. Data in field (7) are in the system based on entries in Screen #1.
- (3) The sizes of fields for input screens are displayed in Table 4.1.

d. System will be entered and data input through the remote console in OCOA.

e. Budget rates are input to Screen #1 upon the issuance of PBG for the applicable years. Adjusted rates may be input at any time as revised guidance is issued or the currency exchange rate fluctuates. Data is input to Screen #2 once a year when the OA COBS are received.

f. ADS entry and processing will normally be on a routine priority.

g. The input data are unclassified in individual and aggregated forms.

h. New inputs or corrections and retrieval of data on the CRT screen should be processed into the data base on a real time basis.

4.4.2 Output

a. Titles are:

TABLE 4.1
SIZES OF DATA ELEMENTS FIELDS
INPUT SCREENS

<u>Screen</u>	<u>Field</u>	<u>Title</u>	<u>Columns</u>	<u>Remarks</u>
1	(1)	FY	2	
	(2)	BUDGET RATE	7	Right justified
	(3)	ADJ RATE	7	Right justified
	(4)	AVE RATE	7	Right justified
2	(1)	OPAGY	3	
	(2)	COUNTRY	14	Left justified
	(3)	CURRENCY	7	Left justified
	(4), (5), (6)	FY	2	
	(7)	BUDGET RATE	7	Right justified
	(8)	COB RATE	7	Right justified
	(9)	P	6	Right justified
	(10)	NP	6	Right justified
	(11)	P/SP	2	
	(12)	MSN, BOS(-), RPMA	6	Right justified

- (1) Foreign Currency Exchange Rates/Revisions (Screen #1) (Figure 4.1).
- (2) Foreign Currency Requirement Report (by country, OA and P/SP)(Screen #3) (Figure 4.3).
- (3) Foreign Currency Requirements Report (by OA, country and P/SP)(Screen #4) (Figure 4.4).
- (4) Foreign Currency Requirments Report (By P/SP, country and OA)(Screen #5) (Figure 4.5).
- (5) Foreign Currency Requirements Report (By P/SP, OA and country) (Screen #6) (Figure 4.6).
- (6) Foreign Currency Requirements Report (Currency Differential Summary) (Screen #7) (Figure 4.7).
- (7) Budget Exhibit PB-18 (Foreign Currency Exchange Data) (Screen #8) (Figure 4.8).

b. The format and description of Screen #1 is at Figure 4.1 and paragraph 4.4.1. Screens #3 through #6 are used to display foreign currency requirements in varying configurations. Screens #7 and #8 provide summary data. Detailed descriptions of the formats are below. The numbers in parentheses in the output reports correspond to the numbers in parentheses preceding the data element fields described below.

1. Screen #3 (Figure 4.3)

- (1) FY: The last two digits of the FY to which the data applies. This is either the CY, BY or BY + 1.
- (2) COUNTRY: The name of the country as shown in Screen #1.

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$000s)
(BY COUNTRY, OA AND P/SP)

FY (1)
COUNTRY (2)
CURRENCY (3)
BUDGET RATE (4)
ADJ RATE (5)

(6) U.S. \$ (7) FOREIGN CURRENCY (8) ADJUSTED (9) CURRENCY
REQUIRING CONVERSION REQUIRED REQUIREMENT DIFFERENTIAL

P NP T P NP T P NP T
(10) (11) (12) (10) (11) (12) (10) (11) (12)

TOTAL (13)

OA XXX (14)

P/SP XX (15)

MSN

BOS(-) (16)

RPMA

. . .
. . .
. . .

P/SP i

. . .
. . .
. . .

Figure 4.3 Foreign Currency Requirements Report (By Country, OA and P/SP) (Screen #3)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$000s)
(BY COUNTRY, OA AND P/SP)
(Continued)

FY	(1)
COUNTRY	(2)
CURRENCY	(3)
BUDGET RATE	(4)
ADJ RATE	(5)

(6) U.S. \$ REQUIRING CONVERSION			(7) FOREIGN CURRENCY REQUIRED			(8) ADJUSTED REQUIREMENT			(9) CURRENCY DIFFERENTIAL		
P	NP	T	P	NP	T	P	NP	T	P	NP	T
(10)	(11)	(12)	(10)	(11)	(12)	(10)	(11)	(12)	(10)	(11)	(12)

4-13

P/SP	n										
.
.
.
OA	i										
.
.
.
OA	n										
.
.
.

Figure 4.3 (Cont.) Foreign Currency Requirements Report (By Country, OA and P/SP) (Screen #3)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\\$000s)
(BY OA, COUNTRY AND P/SP)

FY OA	(1) (2)	(3) U.S. \$ REQUIRING CONVERSION			(4) FOREIGN CURRENCY REQUIRED			(5) ADJUSTED REQUIREMENT			(6) CURRENCY DIFFERENTIAL		
		P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)
		TOTAL (10)											
COUNTRY	(11)												
BUDGET RATE	(12)												
ADJ RATE	(13)												
P/SP	XX (14)												
MSN													
BOS(-)	(15)												
RPMA													
.	
.	
.	
P/SP	i												
.	
.	
.	

Figure 4.4 Foreign Currency Requirements Report (By OA, Country and P/SP) (Screen #4)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$000s)
(BY OA, COUNTRY AND P/SP)
(Continued)

FY (1)
OA (2)

		(3) U.S. \$ REQUIRING CONVERSION			(4) FOREIGN CURRENCY REQUIRED			(5) ADJUSTED REQUIREMENT			(6) CURRENCY DIFFERENTIAL		
		P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)
P/SP	n												

COUNTRY	i												

COUNTRY	n												

Figure 4.4 (Cont.). Foreign Currency Requirements Report (By OA, Country and P/SP) (Screen #4)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$1000s)
(BY P/SP, COUNTRY AND OA)

FY P/SP	(1) (2)		(3) U.S. \$ REQUIRING CONVERSION			(4) FOREIGN CURRENCY REQUIRED			(5) ADJUSTED REQUIREMENT			(6) CURRENCY DIFFERENTIAL		
			P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)
	TOTAL		(10)											
	COUNTRY		XXXXX			(11)								
	BUDGET RATE		(12)											
	ADJ RATE		(13)											
	OA		XXX			(14)								
	MSN													
	BOS (-)					(15)								
	RPMA													
	OA		i											

Figure 4.5 Foreign Currency Requirements Report (By P/SP, Country and OA) (Screen #5)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$000s)
(BY P/SP, COUNTRY AND OA)
(Continued)

FY _____
P/SP _____
(1)
(2)

(3) U.S. \$ REQUIRING CONVERSION			(4) FOREIGN CURRENCY REQUIRED			(5) ADJUSTED REQUIREMENT			(6) CURRENCY DIFFERENTIAL		
P	NP	T	P	NP	T	P	NP	T	P	NP	T
(7)	(8)	(9)	(7)	(8)	(9)	(7)	(8)	(9)	(7)	(8)	(9)
OA n											
.
.
.
COUNTRY i											
.
.
.
COUNTRY n											
.
.
.

Figure 4.5 (Cont.). Foreign Currency Requirements Report (By P/SP, Country and OA) (Screen #5)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$1000s)
(BY P/SP, OA AND COUNTRY)

FY (1)
P/SP (2)

(3) U.S. \$ (4) FOREIGN CURRENCY REQUIRED (5) ADJUSTED REQUIREMENT (6) CURRENCY DIFFERENTIAL

P NP T P NP T P NP T
(7) (8) (9) (7) (8) (9) (7) (8) (9)

TOTAL (10)

OA XXX (11)

COUNTRY XXXXX (12)

BUDGET RATE (13)

ADJ RATE (14)

MSN
BOS(-)
RPMA (15)

. . .
. . .
. . .

COUNTRY i

. . .
. . .
. . .

Figure 4.6 Foreign Currency Requirements Report (By P/SP, OA and Country) (Screen #6)

FOREIGN CURRENCY REQUIREMENTS REPORT
(\$1000s)
(BY P/SP, OA AND COUNTRY)
(Continued)

FY P/SP	(1) (2)	(3) U.S. \$ REQUIRING CONVERSION			(4) FOREIGN CURRENCY REQUIRED			(5) ADJUSTED REQUIREMENT			(6) CURRENCY DIFFERENTIAL		
		P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)	P (7)	NP (8)	T (9)
		COUNTRY <u> n </u>											
	
	
	
		OA <u> i </u>											
	
	
	
		OA <u> n </u>											
	
	
	

Figure 4.6 (Cont.). Foreign Currency Requirements Report (By P/SP, OA and Country) (Screen #6)

FOREIGN CURRENCY REQUIREMENTS REPORT
(CURRENCY DIFFERENTIAL SUMMARY)
(\$000s)

	FY (1)		FY (2)		FY (3)	
	P	T	P	T	P	T
	NP	NP	NP	NP	NP	NP
	(4)	(5)	(4)	(5)	(4)	(5)
		(6)		(6)		(6)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						

TOTAL (7)

P/SP XX (8)

MSN
BOS(-)
RPMA

P/SP **i**

MSN
BOS(-)
RPMA

p/sp n

MSN
BOS(-)
RPMA

Figure 4.7 Foreign Currency Requirements Report (Currency Differential Summary) (Screen #7)

DEPARTMENT OF THE ARMY
OPERATION AND MAINTENANCE, ARMY
FOREIGN CURRENCY EXCHANGE DATA FY (1)
(\$000)

Country (7)	FY (2)		FY (3)		FY (4)	
	U.S. \$ Requiring Conversion	Average Exchange Rate	U.S. \$ Requiring Conversion	Average Exchange Rate	U.S. \$ Requiring Conversion	Average Exchange Rate
Belgium	(5)	(6)	(5)	(6)	(5)	(6)
Canada						
Denmark						
France						
Germany						
Greece						
Italy						
Japan						
Netherlands						
Portugal						
Spain						
Turkey						
United Kingdom						
Total (8)						

Figure 4.8 Budget Exhibit PB-18 (Foreign Currency Exchange Data) (Screen #8)

- (3) CURRENCY: The name of the currency corresponding to the country in field (2).
- (4) BUDGET RATE: The foreign currency exchange rate for the currency in field (3) and FY in field (1) expressed in the U.S. dollar value of 1 unit of foreign currency.
- (5) ADJUSTED RATE: A rate entered into field (3) Screen #1 as a result of revised guidance, fluctuation in a foreign currency exchange rate or the result of a "what if" exercise to evaluate requirements. This rate is expressed in the U.S. dollar value of 1 unit of foreign currency.
- (6) U.S. \$ REQUIRING CONVERSION: The U.S. dollar requested by the OA for conversion to foreign currency. These data are derived from the cost input of Screen #2, fields (9) and (10). These data may be recomputed based on the budget rate in field (7) if different from the COB rate in field (8).
- (7) FOREIGN CURRENCY REQUIRED: The number of units of foreign currency required by the OA. This is derived by dividing the data in field (6) by the exchange rate in field (4).
- (8) ADJUSTED REQUIREMENT: The U.S. dollars requiring conversion to foreign currency based on the adjusted exchange rate in field (5). These data may be transferred to field (6) to establish a new FCR start point.
- (9) CURRENCY DIFFERENTIAL: The difference between the data in field (6) and field (8).

- (10) P: Currency requirements to support personnel costs.
- (11) NP: Currency requirements to support non-personnel costs.
- (12) T: Total currency requirements - the sum of fields (10) and (11).
- (13) TOTAL: The total requirements in fields (10), (11) and (12) for the data entry in field (2)
- (14) OA. The name of the OA corresponding to the three position OA numerical code entered in field (1) of Screen #2 and the currency requirements associated with each. These are arranged in the report based on ascending numerical sequence of the codes.
- (15) P/SP: The two-position numerical OMA P/SP code arranged in the report in ascending numerical sequence and the currency requirements associated with each.
- (16) MSN, BOS(-), RPMA: The currency requirements associated with each P/SP funding category.

2. Screen #4 (Figure 4.4): Fields (1) through (10) and (12) through (15) are the same as fields with corresponding titles in Screen #3.

- (11) COUNTRY: Same as field (2) of Screen #3. Additionally, countries will be arranged in the report in the sequence displayed in Screen #1.

3. Screen #5 (Figure 4.5) and Screen #6 (Figure 4.6): Fields are the same as fields with corresponding titles in Screens #3 and #4.

4. Screen #7 (Figure 4.7)

- (1), (2), and (3) FY: The last two digits of the CY, BY and BY + 1 respectively, correspond to the three FYs in Screen #2.
- (4) P: Currency differentials applying to personnel costs.
- (5) NP: Currency differential applying to non-personnel costs.
- (6) T: Total currency differentials.
- (7) TOTAL OMA: The total of the differentials in fields (4), (5) and (6).
- (8) P/SP: The two-position numerical OMA P/SP code arranged in the report in ascending numerical sequence and the currency differentials applying to each.
- (9) MSN, BOS(-), RPMA: The currency differentials applying to each P/SP funding category.

5. Screen #8 (Figure 4.8)

- (1) FY: The last two digits of the FY budget for which the PB18 is being submitted.
- (2), (3), and (4) FY: The last two digits of the CY, BY (Same as field (1)) and BY + 1 respectively.
- (5) US \$ REQUIRING CONVERSION: The total dollars for each country in field (7) based on the inputs in Screen #2.

(6) AVERAGE EXCHANGE RATES: For field (2), the average rate for each country as input in field (4) of Screen #1. For field (3) and (4), use the budget/adjusted rates used to develop the requirements for foreign currency for those years (Screen #3, field(s) (4)/(5).

(7) COUNTRY: The names of the countries as shown in Screen #1.

(8) TOTAL: The totals of fields (2), (3) and (4).

c. Number of items. Each format has a set number of fields as indicated by the numbers in parentheses in Figures 4.3 to 4.8. Entries in some fields may be repeated numerous times depending on the number of P/SP and/or OAs having currency conversion requirements and/or the number of currencies requiring conversion. The sizes of fields for output screens are displayed in Table 4.2.

d. There are no preprinted form requirements.

e. Outputs will be available in hard copy and on the remote terminal CRT display.

f. The reports will be produced as required by DACA-OMP.

g. The reports normally will be produced on a routine priority.

h. Response time for CRT displays will be real time. Hard copy printouts will be produced within 24 hours of request.

i. All calculations will be accurate. Dollars will be expressed in thousands of dollars rounded to one decimal point. Exchange rates will be expressed as the U.S. dollar value of 1 unit of foreign currency rounded to six decimal points, with the exception of field (6) of Screen

TABLE 4.2
SIZES OF DATA ELEMENTS FIELDS
OUTPUT SCREENS

<u>Field By Screen</u>					<u>Title</u>	<u>Columns</u>	<u>Remarks</u>
<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	<u>#7</u>			
(1)	(1)	(1)	(1)	(1), (2), (3)	FY	2	
(2)	(11)	(11)	(12)		COUNTRY	14	Left justified.
(3)					CURRENCY	7	Left justified.
(4)	(12)	(12)	(13)		BUDGET RATE	8	Decimal point in 2nd column.
(5)	(13)	(13)	(14)		ADJUSTED RATE	8	Decimal point in 2nd column.
(6)	(3)	(3)	(3)		U.S. \$ REQUIRING CONVERSION	13	Right justified. Decimal point in 12th column.
(7)	(4)	(4)	(4)		FOREIGN CURRENCY REQUIRED	13	Right justified. Decimal point in 12th column.
(8)	(5)	(5)	(5)		ADJUSTED REQUIRE- MENT	13	Right justified. Decimal point in 12th column.
(9)	(6)	(6)	(6)		CURRENCY DIFFER- ENTIAL	13	Right justified. Decimal point in 11th column, 13th column reserved for minus sign.
(10)	(7)	(7)	(4)	(4)	P	13	Right justified. Decimal point in 12th column.
(11)	(8)	(8)	(8)	(5)	NP	13	Right justified. Decimal point in 12th column.
(12)	(9)	(9)	(9)	(6)	T	13	Right justified. Decimal point in 12th column.

TABLE 4.2
SIZES OF DATA ELEMENTS FIELDS
OUTPUT SCREENS
(Continued)

<u>Field By Screen</u>					<u>Title</u>	<u>Columns</u>	<u>Remarks</u>
<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	<u>#7</u>			
(13)	(10)	(10)	(10)	(7)	TOTAL	13	Right justified. Decimal point in 12th column.

NOTE: In fields for foreign currency differential the decimal point is in the 11th column and the 13th column is reserved for minus sign.

(14)	(2)	(14)	(11)		OA	3	
(15)	(14)	(2)	(2)	(8)	P/SP	3	
(16)	(15)	(15)	(15)	(9)	MSN, BOS(-), RPMA		Requirements entered in fields (10), (11) and (12).

<u>Fields In Screen #8</u>							
(1)	(2)	(3)	(4)		FY	2	
(5)					U.S. \$ REQUIRING CONVERSION	13	Right justified. Decimal point in 12th column.
(6)					AVERAGE EXCHANGE RATE	7	Right justified. Decimal point in 5th column.
(7)					COUNTRY	14	Left justified.
(8)					TOTAL	13	Right justified. Decimal point in 12th column.

#8. In this case the rates will be expressed as units of foreign currency per 1 U.S. dollar rounded to two decimal points.

j. The reports will be produced for DACA-OMP. DACA-OMP will provide copies of the reports to OMA P/SP directors for updating the PBS and preparing budget submissions. They will also be used internally to analyze currency fluctuations and maintain the foreign currency fluctuations account.

4.4.3 Data Base

The ADS will operate on the P/BS data base. Descriptions of the data elements of the P/BS data base are in the FORDIMS User's Guide, Volume 1, dated August 1980. Additional data element descriptions are in paragraph 4.4.1 above. Data will be retained in P/BS for future retrieval.

SECTION 5

ENVIRONMENT

This section provides a description of the current ADP environment, and projects the environment needed to satisfy the requirements delineated in Sections 3 and 4.

5.1. Equipment Environment

This paragraph provides a brief description of the present equipment environment that will support the development of the software leading to automation civilian manpower costing reports. The automated system is expected to be supported by the USAMSSA computer environment using the FORDIMS P/BS data base with interactive links to DACA-OMP.

The equipment environment includes the hardware presently available at USAMSSA for support of the P/BS. The automation of certain DACA-OMP civilian manpower costing reports and budget exhibits will require interactive and batch computer support and supporting hardware for its development and operation.

The following is a broad description of the USAMSSA equipment presently available to support the automation of civilian manpower costing reports which this FD defines. The discussion of the equipment configuration requires that the following equipment categories be addressed:

- Processors
- Storage media
- Output devices
- Input devices
- Communications Net

5.1.1 Processors

The mainframe capability of USAMSSA will be utilized to support the development of automated civilian manpower costing displays with interactive links to terminals located in DACA-OM.

USAMSSA has Amdahl 5860 processors with 32 megabytes of main memory (core). They operate under the Multiple Virtual Storage (MVS) operating system.

5.1.2 Storage Media

The part of the computer that is able to store data is the computer's memory or storage. Storage refers to keeping processed data for future reference. The data are placed on storage media such as paper, magnetic tapes, magnetic discs or microfilm for retrieval when needed.

The USAMSSA storage media consists of:

- 31 Gigabytes DASD (Direct Access Storage Device) (112 disk drives).
- 32 Tape Drives (30,000 tapes)

5.1.3 Input/Output Devices

All data processing follows the same flow pattern of input, processing, and output.

- Input involves collection of data and verification of its accuracy, followed by conversion to machine-readable form so that it can be entered into the data-processing system.
- Processing relates, in order, to the classification, sorting, calculation, summarization, and storage of data.
- Output is the information that is produced by the computer after the processing steps identified above have been completed.

The input/output devices in the USAMSSA environment configuration are:

- Input devices to be used for this system are the three display stations located in DACA-OMP. These are described in more detail in paragraph 5.3.
- Output
 - 2 laser, and 5 impact local printers in USAMSSA
 - DACA-OMP printers (see paragraph 5.3)
 - DACA-OMP display stations (see paragraph 5.3)

5.1.4 Communications Net

Communication nets carry data from one location to another, and are the links permitting transmissions of electrical signals between locations. This system will use the communications link now in use between DACA-OMP and the USAMSSA facilities.

5.2 Support Software Environment

Software refers to the sets of prewritten, standardized computer programs, procedures, and related documentation that are developed for an ADS. Many organizations employ programmers to develop software programs for their internal operations. This approach called "in-house" development allows for programming creativity. On the other hand, it requires significant staff expenditures, and in many instances results in duplicative effort in, and among, organizations. For these reasons, firms specializing in software development have been formed to meet the growing demand for prewritten programs.

Systems programs, or packages, are normally machine-dependent; thus, system programming is normally provided by the manufacturer of the hardware, or, as pointed out above, by specialized programming firms. USAMSSA already has a variety of software packages which will provide multiple user interactive, on-line, query and update service to meet the user's needs. New software required for this system will consist of

programs to format new data, provide output reports/displays and perform minor arithmetic computations.

5.3 Interfaces

The following is a brief description of the means and equipment by which data relating to the P/BS are exchanged between DACA-OMP and the USAMSSA Computer facility.

DACA-OMP has a Four-Phase Systems Inc Data IV/50 remote controller terminal cluster. This is an intelligent terminal system consisting of:¹

- A Model 5001-99 processor
- Three Model 5115-A display stations
- Two Model 8121 character printers

The IV/50 system is used for both remote data entry and on-line inquiry and retrieval. The IV/50 system has no local storage capability and no batch communications mode. Data are input to the USAMSSA computer data base by using an interactive communications capability with an IBM 3270 protocol. The advantages of this arrangement are:

- The 5001-99 processor contains the terminal's 48K memory and interfaces with the CRT display stations and printers. The 5001-99 has an on-line capability to operate in an interactive mode with discrete data sets (files) resident on the USAMSSA computer. This means that the system has the capability to allow the OCA operator to access the data set and enter changes such as percentage data elements and currency fluctuation; however, the software providing this capability is not in place at this time.

¹Information extracted from Vol. I, FORDIMS User's Guide, August 1980.

- The Model 5115-A display stations have a large video screen and a separate keyboard. The CRT video screen can display up to twenty-four, 80 character lines at one time.
- The Model 8121 character printer is a low speed printer which the terminal operator can use to produce a hard copy of any data that are displayed on the CRT screen. Thus, after making the changes to the USAMSSA computer work file, the terminal operator can retain a copy for staffing or reference until the USAMSSA input action has been completed.

5.4 Summary of Impacts

It is expected that the organizational, operational, and developmental impacts of the proposed automation civilian manpower costing exhibits on the ADP organization (USAMSSA) will be minimal. Modification of positional responsibilities is not foreseen although reorientation of some staff members may be required. It would not appear, on the basis of functions defined in this FD, that there should be a need for additional ADP personnel. It is not anticipated that there will be any changes in the ADP configuration of USAMSSA. Additional requirements for program and data conversion are not known at this time.

5.5 Failure Contingencies

Hardware or software failures of such magnitude, devastation, and duration as to require a fallback to periods of extended manual manipulation and recording procedure probably would occur only as a result of sabotage or war. If the computer center becomes inoperable under such conditions, Continuity Of Operations Plans (COOP) provide for support of automated systems elsewhere.

5.5.1 Restart

In the event of temporary system failure during processing and execution activity, USAMSSA has the software capability to accommodate rapid restart. An example of this capability is the Automated Planning and Execution (APEX) Control System that resides on the USAMSSA mainframe. APEX allows automatic restart without user intervention or

loss of software in case of system failure through its automatic control of the release of job streams.

5.5.2 Backup

"Back-up" refers to redundancy available in the event the primary system fails. The primary system files, data bases, and interactive hardware are maintained on disk files. USAMSSA provides backup by daily dumps from disk to magnetic tape. Thus, the loss of critical operational software would be minimal.

5.5.3 Fallback

If the mainframe operating system at USAMSSA fails, the Continuity of Operations Plans (COOP) will provide temporary alternative processing activities. As stated in paragraph 3.5 batch processing or manual manipulation, rather than an interactive mode, may be used until system capability is restored.

5.6 Security

5.6.1 Data Security Measures

Breaches and penetration of data security are matters of key concern at computer centers. Unauthorized disclosure, destruction, or modification/manipulation of data used by the data processing system could threaten the ability of a center to continue operations.

Various security measures will be instituted to protect the security and integrity of data in the Army budget system.

- The system will have security features built into it so that only certain information can be accessed from each terminal.
- Special codes will be required to access data sets, records, or files.
- Specific portions of the data base will be accessed only by those whose job requirements require such access.
- Scope of access will be proportionate to the user's security clearance and job responsibilities.

5.6.2 USAMSSA Data Security

The USAMSSA computer center has installed a data security system called ACF2--The Access Control Facility--which is an extension of the IBM OS/MVS Operating System that provides data security.¹

ACF2 is not a data protection system but rather a system that provides for the controlled sharing of data. An algorithmic methodology, much like a program, is used to determine whether access to a specific data set by an individual user should be allowed.

Because ACF2 determines whether an individual user should be allowed access to a data set, it must be able to associate a user's identity with each job or time-sharing session. Each user has a logon Identification (LOGONID) and each LOGONID has a password associated with it. These passwords are kept in an encrypted format which cannot be reversed. If the user forgets the password, the USAMSSA Security Officer cannot tell the user what it is; he can only change.

5.7 Assumptions and Constraints

Several assumptions have been made in developing this FD defining the system requirements and providing the DACA-OMP with a clear statement of the operational capability to be developed for automation of certain budget activity exhibits. It is assumed that:

- There will be an increasing need for the Army to maintain detail cost controls and an audit trail of cost changes.
- The FORDIMS P/BS data base will produce the required outputs.
- The VFDNIS will replace the FORDIMS and will be designed to provide the data now furnished by P/BS.

¹Extracted from the ACF2-The Access Control Facility User's Guide, Modified by USAMSSA (18 November 1981), developed by Schrager, Klemens, and Krueger, Inc.

SECTION 6
COST FACTORS

6.1 Introduction

The purpose of this section is to provide a summary of the cost factors associated with the Automation of the Army Budget Activities for Civilian Personnel. The cost factors shall occur in three system phases:

- System Development
- System Implementation
- System Operation

6.2 System Development Costs

Developmental effort will be required to generate the necessary custom programs for the automation of civilian personnel budget reports.

Developmental effort also is required to design screen formats, help function formats, and specify procedures for data base maintenance. In addition, instructions and system documentation must be produced during the development phase.

The required computer services also shall be considered. It is expected that this development effort will require four person-weeks. The skill categories and person-weeks required for this task are:

Senior Analyst/Programmer	1
Junior Programmer	1-1/2
Technical Writer	1
Word Processor Specialists	<u>1/2</u>
Total Weeks	4

The development effort should not exceed one technical person-month.

6.3 System Implementation Costs

The initial implementation costs involve specifying the data base structure; and loading pre-defined tables, screen formats, and application programs. Testing of the operating system and application programs shall be performed during implementation. After software development has finished, functional personnel shall receive approximately four hours of informal training in concept design and hands-on training for manipulation of the CRT and terminal operations. All training shall be accomplished on-site prior to full utilization of the system. No additional personnel will be required to operate the system as existing operational and analytical personnel presently functioning in budget activities for civilian personnel shall be trained to operate the proposed system. Impact of the new system on USAMSSA facilities will be negligible. There are no additional implementation costs anticipated with respect to the operation of user terminals.

6.4 System Operation Costs

The continuing operations-related costs will involve those currently in being for the contractor costs associated with the user terminals already in place. It is recommended that these services continue for the fully automated system.

SECTION 7
SYSTEM DEVELOPMENT PLAN

Development of the civilian manpower costing ADS will generally follow the system development plan for the "OP-32 Automated Data System" (Report 1398-01-83-CR), General Research Corporation, McLean, VA, 6 September 1983. It will be designed and developed for conversion to VFDMIS after implementation of that system.

APPENDIX A

WORK STATEMENT

SECTION C - DESCRIPTION/SPECIFICATIONS

C-1. INCORPORATION OF TECHNICAL PROPOSAL

(a) The contractor shall furnish the necessary personnel, materials, facilities and other services as specified in the contractor's technical proposal titled "Operations Guide and Supporting Displays For The Army Budget Activities For Civilian Personnel", Proposal No. OP-64004, dated 19 August 1983, a copy of which is in the possession of both parties to this contract, which is hereby incorporated by reference with the same force and effect as if set forth in full text.

(b) In the event of an inconsistency between the provisions of this contract and the technical proposal, the inconsistency shall be resolved by giving precedence in the following order: (i) the contract (excluding the technical proposal); and then (ii) the technical proposal.

SECTION C - CONTINUED

C-2. BACKGROUND

This research study is to develop workflow diagrams for the Civilian Manpower Casting Process, develop remote console CRT Capability for accessing, displaying and updating civilian manpower data and documenting civilian manpower casting techniques.

C-3. TASKS

The contractor shall perform the following tasks to develop an operations guide and the supporting displays for the Army Budget Activities for Civilian Personnel.

Task I. Civilian Manpower Casting Process

The Contractor shall develop work flow diagrams with appropriate narrative information which illustrates the civilian manpower casting process by budget event.

Task II. CRT Screens

The Contractor shall prepare CRT Screens used to support the civilian manpower casting functions. The screens shall result in providing to review existing data or to input new data as appropriate, pertaining to various phases of the civilian manpower casting process.

Task III. Civilian Manpower Operations Guide

The Contractor shall provide an easy-to-understand operations guide that will document its civilian manpower operations procedures, will assist uninformed personnel to learn these procedures and provide a ready reference.

C-4. REPORTS

The Contractor shall submit the following written report in accordance with the delivery schedule set forth in Section F.

a. Progress Report: Two (2) copies of a Progress Report shall be submitted by the Contractor to the Contracting Officer's Representative (COR) by the 15th of the second month after date of award. The report shall state the major accomplishments, problems encountered, and the amount of funds expended.

SECTION C - CONTINUED

(b) The heading of all reports shall contain the following information:

CONTRACT NUMBER	NAME OF CONTRACTOR
CONTRACT EXPIRATION DATE	CONTRACTOR'S PROJECT DIRECTOR
SHORT TITLE OF CONTRACT WORK	PHONE NUMBER

C-5. DISCLAIMER STATEMENT

All reports resulting from this study will contain the following disclaimer statement on the cover of such reports:

"The views, opinions, and findings contained in this report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other official documentation".

SECTION D - PACKAGING AND MARKING

D-1. PACKAGING AND MARKING

All items shall be preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier, and insure safe delivery at destination.

D-2. PACKAGING AND MARKING OF CLASSIFIED ITEMS

(a) CONFIDENTIAL or SECRET material will be packed to conceal it properly and to avoid suspicion as to contents, and to reach destination in satisfactory condition. Internal markings or internal packaging will clearly indicate the classification. NO NOTATION TO INDICATE CLASSIFICATION WILL APPEAR IN EXTERNAL MARKINGS. (See paragraph 17 of the Industrial Security Manual for Safeguarding Classified Information, DoD 5220.22-M).

(b) CONFIDENTIAL or SECRET documents will be inclosed in two (2) opaque envelopes or covers. The inner envelope or cover containing the documents being transmitted will be addressed, return addressed, and sealed. The classification of the documents being transmitted will be clearly marked on the front and back of the inner container. The classified documents will be protected from direct contact with the inner cover by a cover sheet or by folding inward. For SECRET documents, a receipt form identifying the addresser, addressee, and documents will be inclosed in the inner envelope. CONFIDENTIAL documents will be covered by a receipt only when the sender deems it necessary. The inner envelope or cover will be inclosed in an opaque outer envelope or cover. The classification markings of the inner envelope should not be detectable. The outer envelope will be addressed, return addressed, and sealed. NO CLASSIFICATION MARKINGS WILL APPEAR ON THE OUTER ENVELOPE OR COVER.

SECTION E - INSPECTION AND ACCEPTANCE

E-1. INSPECTION AND ACCEPTANCE AT DESTINATION

Inspection and acceptance of the supplies or services to be furnished hereunder shall be made at destination by the receiving activity.

SECTION F - DELIVERIES OR PERFORMANCE

F-1. TERM OF CONTRACT

The term of this contract is from the effective date of the contract through 25 May 1984.

F-2. REPORTS AND OTHER DELIVERABLES

Delivery of all reports and other deliverables shall be made to the address specified in Section G in accordance with the following:

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DATE (On or Before)</u>
0002AA	Indexed Set of Work Diagrams	12 March 1984
0002AB	CRT Screen Formats	09 April 1984
0002AC	Progress Report	02 April 1984
0002AD	Civilian Manpower Operations Guide (Final Report)	25 May 1984

SECTION G - CONTRACT ADMINISTRATION DATA

G-1. VOUCHERS

Vouchers, identified by contract number, with supporting statements, shall be submitted for review and provisional approval to the cognizant audit agency listed below:

DCAA, Beltway Branch Office
2020 Centre Blvd.
Germantown, MD 20874

SECTION G - CONTINUED

G-2. DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION

The DCASMA, Baltimore, 300 East Joppa Road, Rm. 200, Towson, MD 21204 is hereby designated as the authorized representative of the Contracting Officer for purpose of administering this contract in accordance with current directives.

G-3. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

(a) The Contracting Officer's Representative (COR) under this contract is Mrs. Jean S. Rogers, Room 3B-666, The Pentagon, Washington, D.C. 20310, Tel: 697-7669.

(b) The COR is not authorized to change any of the terms and conditions of the contract. Changes shall be made only by the Contracting Officer by properly signed written modification to the contract.

SECTION H - SPECIAL PROVISIONS

H-1. ALLOWABLE COST

(a) Allowable Cost. The estimated cost of the contractor's performance is shown in Section B.

(b) Fixed Fee. In addition to the "allowable" cost the government shall pay to the contractor a Fixed Fee, as set forth in Section B, subject to the withholding provided for in DAR 7-203.4, Allowable Cost, Fixed Fee and Payment. This Fixed Fee may be paid as it accrues in monthly installments, in amounts which are proportionate to the total estimated cost paid unless the Contracting Officer determines that the contractor's performance is faulty.

(c) The contractor shall, to the extent of his ability, acquire materials and services at the most advantageous prices available with due regard to securing timely delivery of satisfactory materials and take all cash and trade discounts, rebates, allowances, credits, salvage commissions and bonifications.

(d) It is understood and agreed that subject to those clauses of the General Provisions entitled Limitation of Costs or Limitation of Funds and Allowable Costs, Fixed Fee, and Payment, the following shall be considered as allowable items of cost under the contract when incurred or paid by the contractor and when necessary and required and used for the performance of work hereunder. This clause does not preclude the allowance of other costs allowable under the Defense Acquisition Regulation, Section XV.

SECTION B - CONTINUED

(i) Indirect Costs.

For the period of this contract, subject to the establishment of final annual overhead rate(s), the contractor will be paid such costs at billing rate(s) established by the Contracting Officer or the auditor, in accordance with paragraph (h) of DAR 7-203.4, Allowable Cost, Fixed Fee, and Payment.

(ii) Travel and Subsistence.

Reasonable subsistence shall be allowed in accordance with the Contractor's established and Government approved policy for transportation for personnel employed in the performance of this contract while in travel status provided such travel is necessary for the performance of this contract; and provided that, expenses for transportation hereunder by motor vehicle other than common carrier or rented automobile shall be reimbursed on a reasonable actual expense basis, plus any toll or ferry charges. The difference in cost between first-class air accommodations and less than first-class air accommodations is unallowable except when less than first-class accommodations are not reasonably available to meet mission requirements. Reasonableness shall be ascertained by a review of all facts pertaining to the specific cost by the Contracting Officer. Should transportation and subsistence expenses be incurred concurrently in connection with the performance of more than one contract, such expenditures shall be allocated on an equitable basis to the contracts involved, such allocation to be based on a review of all pertinent facts concerned with the particular trip.

(iii) Reproduction Costs.

Costs of "duplicating" as defined in Printing and Binding Regulations published by the Joint Committee on Printing of the Congress of the United States, current issue. Allowable reproduction and duplicating usually includes that produced from stencils, masters, and mats used on single unit duplicating equipment not larger than 11 by 17 inches with a maximum image of 10-3/4 by 14-1/4 inches, provided that, not more than 5,000 production units shall be produced of any page and that items consisting of multiple pages will not exceed 25,000 production units in the aggregate.

(iv) Special Costs.

Special items which have been certified in writing by the Contracting Officer as constituting part of the contractor's undertakings hereunder.

H-2. FACILITIES CAPITAL COST OF MONEY

Notwithstanding the provisions of DAR 15-205.50, the contractor agrees that facilities capital cost of money is not an allowable cost under this contract.

SECTION H - CONTINUED

H-3. MILITARY SECURITY CLASSIFICATION

Military security requirements in the performance of this contract shall be maintained in accordance with the DD Form 254 contained in Section J. The highest classification involved in the performance of this contract is SECRET. This contract document is unclassified.

H-4. CLASSIFIED INFORMATION

The contractor will not use any electrical information processing equipment in his possession for the purpose of processing or transmitting classified information under this contract without the written permission of the Contracting Officer.

H-5. DISSEMINATION OF INFORMATION

There shall be no dissemination or publication, except within and between the contractor and any subcontractors, of information developed under this contract or contained in the reports to be furnished pursuant to this contract without prior written approval of the COTR or of the Contracting Officer.

H-6. INSURANCE SCHEDULE

The contractor shall maintain the types of insurance and coverage listed below.

<u>TYPE OF INSURANCE</u>	<u>MINIMUM AMOUNT</u>
(i) Workmen's Compensation and all occupational disease Law	As required by State
(ii) Employer's Liability including all occupational disease when not so covered in Workmen's Compensation above	\$100,000 per accident
(iii) General Liability (Comprehensive) Bodily Injury per occurrence	\$300,000
(iv) Automobile Liability (Comprehensive) Bodily Injury per person	\$100,000
Bodily Injury per occurrence	\$300,000
Property Damage per accident	\$ 10,000

H-7. CHANGE IN KEY PERSONNEL

The contractor shall notify the Contracting Officer prior to making any change in the personnel identified in the proposal as key individuals to be assigned for participation in the performance of this contract. The contractor must demonstrate that the qualifications of the prospective personnel are equal to or better than the qualifications of the personnel being replaced.

APPENDIX B

WORK STATEMENT MODIFICATION

AD-A182 338

FOREIGN CURRENCY REQUIREMENTS AUTOMATED DATA SYSTEM(U)
GENERAL-RESEARCH CORP MCLEAN VA MANAGEMENT TECHNOLOGIES
DIV R L SCHROEDER ET AL 07 DEC 84 1422-068-84-CR

2/2

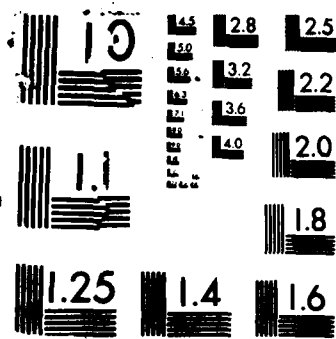
UNCLASSIFIED

MDA903-84-C-0117

F/G 5/2

NL





Proposal No. OP-64011/R-1, dated 14 March 1984, copies of which are in the possession of both parties to this contract, which is hereby incorporated by reference with the same force and effect as if set forth in full text.

THIRD: Article C-3. **TASKS:** Changed to read as follows:

TASK I. Civilian Manpower Costing Process (revised)

The contractor shall perform tasks to develop an operations guide with the supporting displays and document new reports required for an integrated reporting system.

TASK II. CRT Screens (No Change)

The contractor shall prepare CRT Screens used to support the civilian manpower costing functions. The screens shall result in providing to review existing data or to input new data as appropriate, pertaining to various phases of the civilian manpower costing process.

TASK III. Civilian Manpower Operations (added)

The contractor shall provide an easy-to-understand operations guide that will document OCA civilian manpower operations procedures, assist uninformed personnel to learn these procedures and provide a ready reference. This guide shall be revised to reflect new and/or modified civilian manpower reports and procedures.

TASK IV. An Analysis of Civilian Manpower Cost Reports (added)

The contractor shall provide a detailed analysis of current civilian manpower cost reports to eliminate redundancy and out-of-date requirements.

TASK V. Revision and Update of Existing Reports (added)

The contractor shall update current civilian manpower report formats by adding new data elements. The report formats will be revised to lay out the data more conveniently and/or efficiently.

TASK VI. Development of New Reports (added)

The contractor shall develop the new civilian manpower reports or report formats that will meet the changed data requirements identified in Task IV.

TASK VII. Preparation of Functional Descriptions (added)

The contractor shall develop the functional descriptions and formats necessary to automate the reports that are currently prepared manually by the Program Budget Division of OCA (DACA-OMP)

TASK VIII. Finalize Documentation (added)

The contractor shall update the workflow diagrams developed during Task I and the Civilian Manpower Operations Guide developed during Task III to incorporate changes in reports and procedures.

FOURTH: Deliveries or Performance, Article F-1. Term of Contract:
Charged to read:

The term of this contract is from the effective date through 26 December 1984.

FIFTH: Article F-2. Reports and Other Deliverables: add the following:

ITEM NO	DESCRIPTION	QTY	DATE (On or Before)
0002AE	List of Reports and Data Elements for Revision	25 cys	21 September '84
0002AF	Set of Revised Existing Report Formats	25 cys	16 November '84
0002AG	Set of New Report Formats	25 cys	07 December '84
0002AH	Functional Description for Reports Automation	25 cys	07 December '84
0002AI	Revision for Indexed Set of Work Diagrams	25 cys	14 December '84
0002AJ	Civilian Manpower Operations Guide	25 cys	26 December '84

-----NOTHING FOLLOWS-----

END

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DTIC